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USER'S GUIDE

DCP-4020C



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EC Declaration of Conformity under the R & TTE Directive

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Herewith declare that:

Products description: Multi Function Center
Model Name : DCP-4020C

is in conformity with provisions of the R & TTE Directive (1999/5/EC) and we declare compliance with the following standards :

Safety : EN60950:2000

EMC : EN55022:1998 Class B
EN55024:1998
EN61000-3-2:1995 + A1:1998 + A2:1998
EN61000-3-3:1995

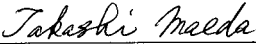
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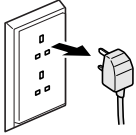

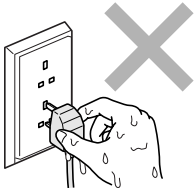

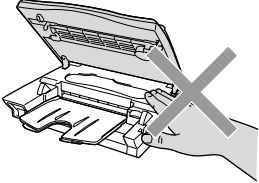

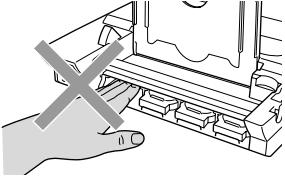
Takashi Maeda
Manager
Quality Audit Group
Quality Management Dept.
Information & Document Company

Safety Precautions

To Use the DCP Safely

Save these instructions for later reference.

WARNING

	<p>There are high voltage electrodes inside the DCP. Before you clean the DCP or clear a paper jam, make sure you have unplugged the power cord from the power outlet.</p> 		<p>Do not handle the plug with wet hands. Doing this might cause an electrical shock.</p> 
	<p>To prevent injuries, be careful not to put your hands on the edge of the DCP under the scanner cover.</p> 		<p>To prevent injuries, be careful not to put your fingers in the area shown in the illustration.</p> 

 **WARNING**

- Install equipment with a power cord near a socket-outlet that is easily accessible.

 **Caution**

- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line, or unplug the line during a lightning storm.
- Do not use this product near appliances that use water, in a wet basement or near a swimming pool.

Choosing a Location

Place your DCP on a flat, stable surface that is free of vibration and shocks, such as a desk. Put the DCP near a standard grounded power outlet. Choose a location where the temperature remains between 10° and 35°C.

! Caution

- Avoid placing your DCP in a high-traffic area.
- Do not place near heaters, air conditioners, water, chemicals, or refrigerators.
- Do not expose the DCP to direct sunlight, excessive heat, moisture, or dust.
- Do not connect your DCP to electrical outlets controlled by wall switches or automatic timers.
- Disruption of power can wipe out information in the DCP's memory.
- Do not connect your DCP to electrical outlets on the same circuit as large appliances or other Equipment that might disrupt the power supply.
- Avoid interference sources, such as speakers or the base units of cordless phones.

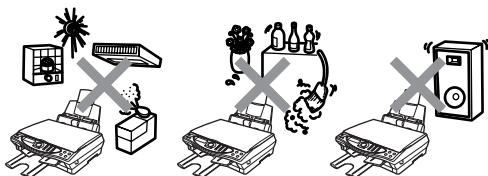


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1 Introduction

Using this Guide

Thank you for buying a Brother DCP. This DCP is simple to use, with LCD screen instructions to guide you through programming it. You can make the most of your DCP by taking a few minutes to read this Guide.


Finding information


All the chapter headings and sub-headings are listed in the Table of Contents. You will be able to find information about a specific feature or operation by checking the Index at the back of this Guide.


Symbols used in this Guide

Throughout this Guide you'll see special symbols alerting you to important warnings, notes and actions. To make things clearer and to help you press the correct keys, we have used special fonts and added some of the messages that will appear in the LCD.

- | | |
|--------------------|---|
| Bold | Bold typeface identifies specific keys on the DCP control panel. |
| <i>Italics</i> | Italicized typeface emphasizes an important point or refers you to a related topic. |
| <i>COURIER NEW</i> | Courier New type face identifies the messages on the LCD of the DCP. |

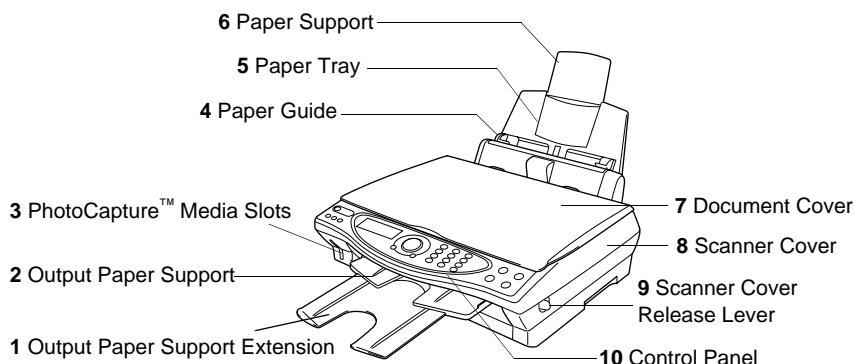
 Warnings inform you what to do to avoid possible personal injury or damage to the machine.

 Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.

 Improper Setup alerts you to devices and operations that are not compatible with the DCP.

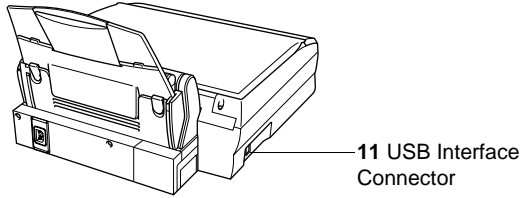
DCP Part Names and Functions

■ Front view



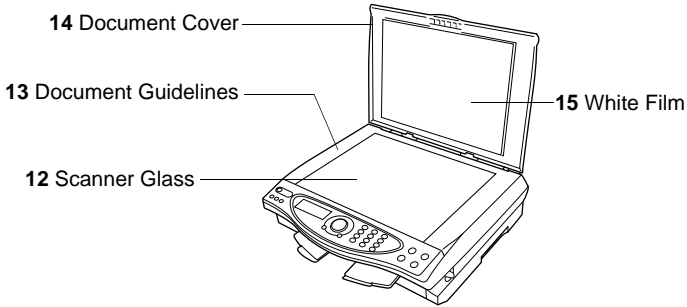
No.	Name	Description
1	Output Paper Support Extension	Pull the paper support extension towards you, doing so prevents the paper from falling off the output paper support.
2	Output Paper Support	The printed paper exits the machine and stacks onto the Output Paper Support.
3	PhotoCapture™ Media Slots	Insert your Media Card into the appropriate slot to print a digital photo.
4	Paper Guide	Press and slide it to fit the paper width.
5	Paper Tray	Load paper here.
6	Paper Support	Unfold to support paper.
7	Document Cover	Open to place the original on the scanner glass.
8	Scanner Cover	This cover opens to enable you to install an ink cartridge or to remove jammed paper.
9	Scanner Cover Release Lever	Pull to open the Scanner Cover.
10	Control Panel	Use the keys and display to control the DCP.

■ Rear View



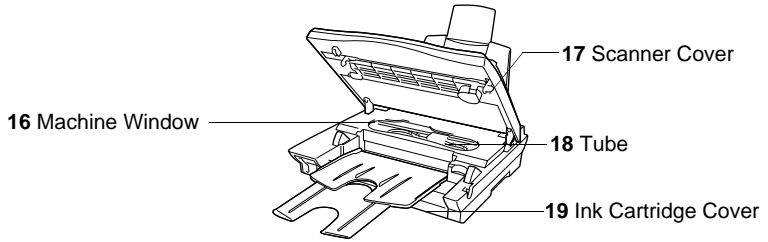
No.	Name	Description
11	USB Interface Connector	Connect the USB Cable here.

■ Internal View (Document Cover Open)



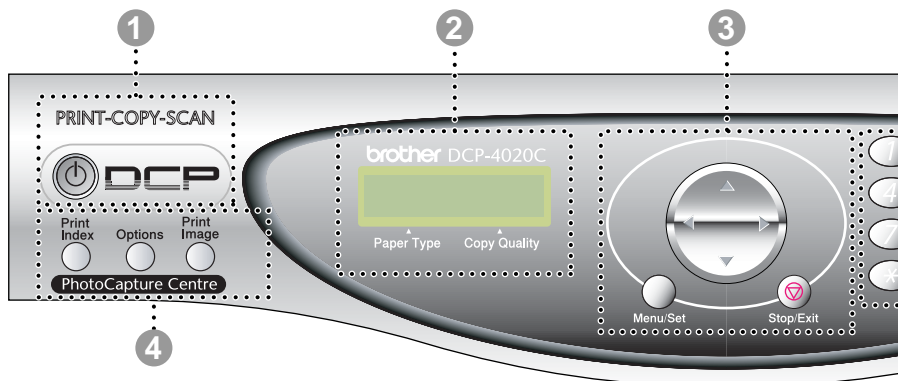
No.	Name	Description
12	Scanner Glass	Put the original to be scanned here.
13	Document Guidelines	Use to center the original on the scanner glass.
14	Document Cover	Open to place the original on the scanner glass.
15	White Film	For good quality copying and scanning, the white film needs to be kept clean.

■ Internal View (Scanner Cover Open)



No.	Name	Description
16	Machine Window	Use to remove small paper jammed inside the DCP without pulling the tube.
17	Scanner Cover	Open to install ink cartridges or remove jammed paper.
18	Tube	These tubes transfer the ink to the print heads. Pulling the tube can cause damage to the DCP.
19	Ink Cartridge Cover	Open to install the ink cartridges.

DCP-4020C control panel overview



1 On/Off

Lets you turn the DCP on or off.

2 Liquid Crystal Display (LCD)

Displays messages on the screen to help you to set up and use your DCP.

3 Navigation key:

Menu/Set

Lets you access the Menu to program and store your settings in the DCP.



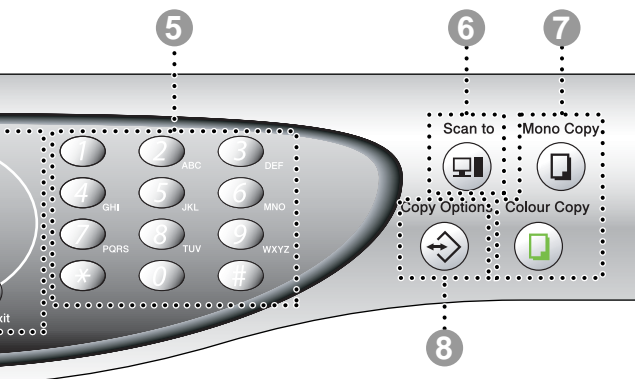
Press to scroll forward or backward to a menu selection.



Press to scroll through the menus and options.

Stop/Exit

Press this key to cancel a copy operation and exits from menu.



4 PhotoCapture Centre™ keys:

Print Index

Press to print the Index of the Media Card (Thumbnails).

Options

You can quickly and easily select temporary settings for PhotoCapture Center™.

Print Image

Press to print an individual image.

5 Numeric keys

Use the numeric keys to enter the number of multiple copies (99 maximum) and choose menus and functions in the function menu.

6 Scan key:

Scan to

Lets you scan the next original and select the destination in your computer (such as a word processing, graphics or E-mail application, a Media card or a folder on your computer.)

7 Copy keys:

Mono Copy

Makes a black and white copy.

Colour Copy

Makes a full colour copy.

8 Copy Options

You can quickly and easily select temporary settings for copying.

2 Paper

About paper

The print quality of your document can be affected by the kind of paper you use in the DCP.

To ensure the best print quality for the settings you've chosen, always set the Paper Type to match the type of paper you load.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before purchasing large quantities.

For best results, use the recommended paper.



When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to select the proper media in the “Basic” tab in the printer driver.

Also avoid stacking by removing each page after it exits the machine to avoid smudging.

Handling and using special paper

- Store paper in its original packaging, and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- The coated side of glossy paper is shiny. Avoid touching the shiny (coated) side. Load glossy paper with the shiny side facing up toward you.
- Avoid touching either side of transparencies, because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only recommended transparencies.

Recommended paper



The output quality depends on the paper type and paper brand. Visit us at <http://solutions.brother.com> and check the latest recommendations for paper that can be used with the DCP-4020C.

Paper capacity of the Paper Tray

Paper Type	Paper Size	Number of sheets
Plain Paper (Cut Sheet)	A4, A5, Letter, Executive	100 of 80 g/m ² up to 10 mm
	Legal	50 of 80 g/m ²
Inkjet Paper	A4	20
Glossy Paper	A4	20
Transparencies	A4	10
Envelopes	DL, COM-10, C5, Monarch	10
Postcard	101.6 x 152.4 (mm)	30
Index Card	127 x 203.2 (mm)	30

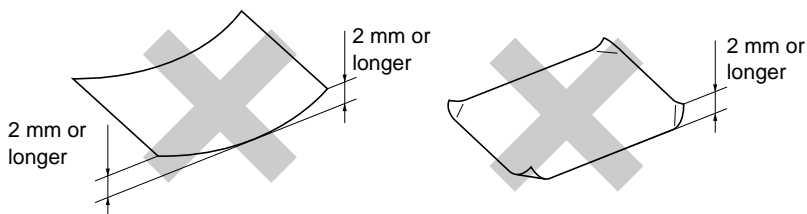
Paper specifications for the Paper Tray

Cut Sheet Paper Weight	Plain Paper / Inkjet Paper: 64 to 120 g/m ² Glossy Paper: Up to 150 g/m ² Post card: Up to 170 g/m ² Index card: Up to 120 g/m ²
Thickness	Plain Paper / Inkjet Paper: 0.08 to 0.15 mm Glossy Paper: Up to 0.18 mm Envelopes: Up to 0.52 mm Post card: Up to 0.23 mm Index card: Up to 0.15 mm

Paper capacity of the Output Paper Support

Output Paper Support	Up to 30 sheets of 80 g/m ² (Transparencies and glossy paper must be picked up from the output paper support one page at a time to avoid smudging.)
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- ⊘ Do not use paper or envelopes:
- that are damaged, curled, wrinkled, or irregularly shaped



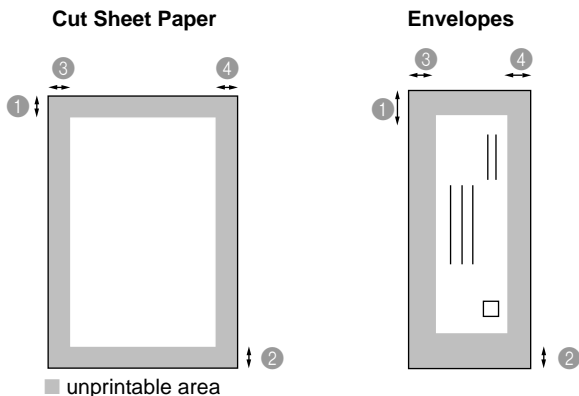
- that are extremely shiny or highly textured
- that were previously printed by a printer
- that cannot be arranged uniformly when stacked
- that are made with a short grain

- ⊘ Do not use envelopes:

- that are of a baggy construction
- that are embossed (have raised writing on them)
- that have clasps on them
- that are not sharply creased
- that are preprinted on the inside

Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes.



Paper	Paper Size		① Top	② Bottom	③ Left	④ Right
Cut Sheet	A4, Letter	Printer	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹
		Copy	3 mm	3 mm	3 mm	3 mm
	Executive, Legal	Printer	3 mm	3 mm	3 mm	3 mm
	A5	Copy	3 mm	3 mm	3 mm	3 mm
		Printer	3 mm	3 mm	3 mm	3 mm
Post Card	101.6 x 152.4 mm	Printer	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹	3 mm (0.5 mm)* ¹
Index Card	127 x 203.2 mm					
Envelopes	DL,C5, COM10, Monarch	Printer	3 mm	3 mm	3 mm	3 mm

*1 When you set the Near Edge feature to ON in the printer driver.



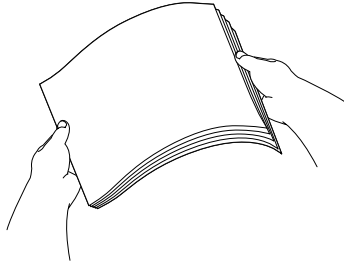
Printable area depends on the Printer driver setting.

The figures above are approximate and the printable area may vary depending on the type of cut sheet paper you are using.

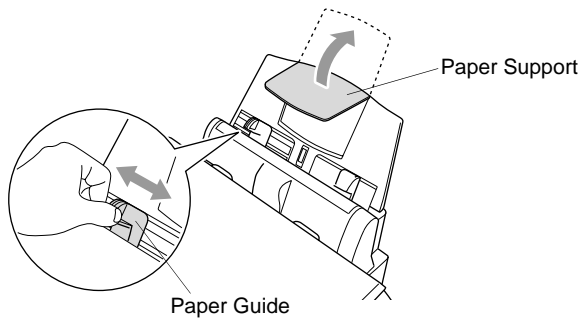
How to load paper and envelopes

To load paper or other media

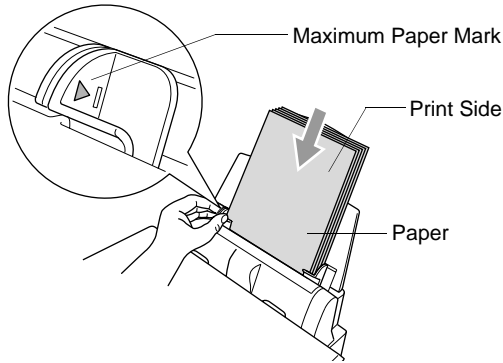
- 1 Fan the stack of paper well to avoid paper jams and mis-feeds.




- 2 Unfold the paper support, and press and slide the paper guide to fit the paper width.



- 3** Gently insert the paper.
Make sure the print side is towards you and the paper is below the maximum paper mark.




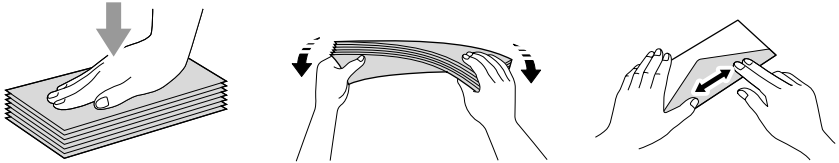
To load glossy paper

- 1** Fan the stack of glossy paper well.
 - 2** Put a sheet of plain paper in the paper tray first, and then put the stack of glossy paper on top of it.
-  If the glossy sheets are 'double-feeding', put one sheet in the paper tray at a time.

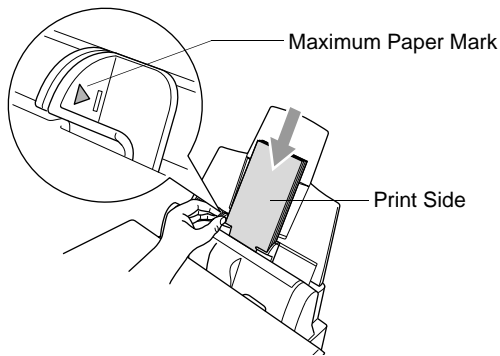
To load envelopes

1 Before loading, press the corners and sides of the envelopes to make them as flat as possible.

 If the envelopes are 'double-feeding', put one envelope in the paper tray at a time.



2 Press and slide the paper guide to fit the width of the envelopes. Insert them into the paper tray with the address side toward you and pointed in the direction below.



3 On-Screen Programming

User-friendly programming

Your DCP is designed to be easy to use with LCD on-screen programming using the navigation key. User-friendly programming helps you take full advantage of all the menu selections your DCP has to offer.

Since your programming is done on the LCD, we have created step-by-step on screen instructions to help you program your DCP. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

You can probably program your machine without the User's Guide. But to help you understand the menu selections and options that are found in the DCP programs, use the Menu table on page 3-4.



You can program your DCP by pressing **Menu/Set** followed by the menu numbers.

For example to set PAPER TYPE to GLOSSY:

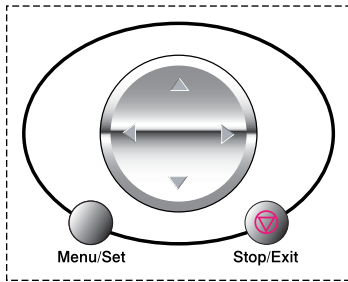
Press **Menu/Set**, **1**, **1** and  to select GLOSSY.

Press **Menu/Set**.

Memory Storage

If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (such as Contrast and so on) will be lost. You may also have to reset the date and time.

Navigation key



- * Access the menu
- * Go to the next menu level
- * Accept an option
- * Scroll through the current menu level
- * Go back to the previous menu level
- * Go forward to the next menu level
- * Exit the menu

You can access the menu mode by pressing **Menu/Set**.
When you enter the menu, the LCD scrolls.

Press **1** for General Setup menu

—OR—

SELECT ↑ ↓ & SET
1. GENERAL SETUP

Press **2** for Copy menu

—OR—

SELECT ↑ ↓ & SET
2. COPY

Press **3** for PhotoCapture menu

—OR—

SELECT ↑ ↓ & SET
3. PHOTOCAPTURE

Press **4** for Maintenance menu


—OR—

SELECT ↑ ↓ & SET
4. MAINTENANCE


Press **5** for Print Reports menu

—OR—

SELECT ↑ ↓ & SET
5. PRINT REPORTS

You can scroll more quickly through each menu level by pressing the arrow for the direction you want on . Then set an option by pressing **Menu/Set** when that option appears on the LCD.


Then the LCD shows the next menu level.

Press  to scroll to your next menu selection.

Press **Menu/Set**.

When you finish setting an option, the LCD shows `ACCEPTED`.



Use  to scroll backward if you passed your choices or want to save keystrokes.

The current setting is always the option without a “?”.

Press the Menu numbers.

(ex. Press 1, 1 for)

Paper Type

—OR—



select



to
accept



select



to
accept



to
exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
1. GENERAL SETUP	1. PAPER TYPE	—	PLAIN INKJET GLOSSY (4-COLOUR or 3-COLOUR) TRANSPARENCY	Sets the type of paper in the paper tray.	4-1
	2. DATE/ TIME	—	—	Sets the date and time.	4-2
	3. VOLUME	1. BEEPER	HIGH MED LOW OFF	Adjusts the volume level of the beeper.	4-3
	4. LCD CONTRAST	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■□□ + - ■□□□ +	Adjusts the contrast of LCD.	4-3
	5. POWER SAVE	—	ON OFF	Power save mode.	4-4
	0. LOCAL LANGUAGE (Not available for UK machines) (For Czech, Hungarian and Polish)	—	CZECH HUNGARIAN POLISH ENGLISH	Allows you to change the LCD language.	See Quick Setup Guide
	0. LOCAL LANGUAGE (Not available for UK machines) (For Norwegian, Swedish and Finnish)	—	NORWEGIAN SWEDISH DANISH FINNISH ENGLISH	Allows you to change the LCD language.	See Quick Setup Guide



The factory settings are shown in Bold.

Press the Menu numbers.

(ex. Press 1, 1 for)

Paper Type

—OR—



to
accept



select



to
accept



Stop/Exit
to
exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
2.COPY	1.QUALITY	—	NORMAL BEST FAST	Selects the copy quality.	5-12
	2.BRIGHTNESS	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ +	Adjusts the brightness	5-12
	3.CONTRAST	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ +	Adjusts the contrast.	5-12
	4.COLOUR ADJUST	1.RED	R:- ■■■■ + R:- ■■■□ + R:- ■■■□ + R:- ■■■□ + R:- ■■■□ +	Adjusts the amount of Red in copies.	5-13
	2.GREEN	G:- ■■■■ + G:- ■■■□ + G:- ■■■□ + G:- ■■■□ + G:- ■■■□ +	Adjusts the amount of Green in copies.		
	3.BLUE	B:- ■■■■ + B:- ■■■□ + B:- ■■■□ + B:- ■■■□ + B:- ■■■□ +	Adjusts the amount of Blue in copies.		



The factory settings are shown in Bold.

Press the Menu numbers.

(ex. Press 1, 1 for)

Paper Type

—OR—



select



to
accept



select



to
accept



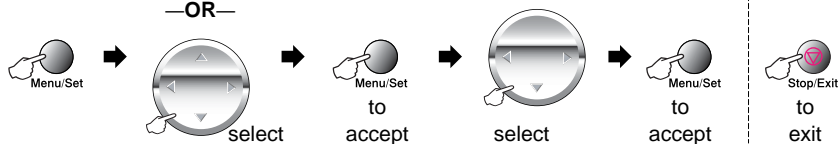
to
exit

Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.PHOTOCAPTURE	1.PRINT QUALITY	—	NORMAL FINE PHOTO	Selects the print quality.	6-17
	2.PRINT SIZE	—	(13 X 9 CM) (15 X 10 CM) (18 X 13 CM) (20 X 25 CM)	Selects the print size	6-17
	3.BRIGHTNESS	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ +	Adjusts the brightness.	6-17
	4.CONTRAST	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ +	Adjusts the contrast.	6-18
	5.COLOUR ENHANCE	ON OFF	1. WHITE BALANCE - ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ + 2. SHARPNESS - ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ + 3. COLOUR DENSITY - ■■■■ + - ■■■□ + - ■■■□ + - ■■■□ + - ■■■□ +	Adjusts the hue of the white areas. Enhances the detail of the image. Adjusts the total amount of colour in the image.	6-18



The factory settings are shown in Bold.

Press the Menu numbers.
(ex. Press 1, 1 for)
Paper Type
—OR—



Main Menu	Submenu	Menu Selections	Options	Descriptions	Page
3.PHOTOCAPTURE (Continued)	6.SCAN TO CARD	—	PDF JPEG	Selects the default file format for colour scanning.	9-19
4.MAINTENANCE	1.TEST PRINT	—	—	You can print a test sample page to check the print quality and adjust the Vertical Alignment.	15-8
	2.CLEANING	—	BLACK /CYAN YELLOW /MAGENTA ALL	You can select to clean two colours or all 4 colours.	15-8
	3.INK VOLUME	—	BLACK CYAN YELLOW MAGENTA	You can check the ink volume that is left in the cartridge.	15-12
5.PRINT REPORTS	1.HELP	—	—	You can print lists & reports.	4-5
	2.SYSTEM SETUP	—	—		

 The factory settings are shown in Bold.

4 Initial setup

Getting started


Setting the Paper Type

To get the best print quality, set the DCP for the type of paper you are using.

1 Press **Menu/Set**, **1**, **1**.

2 Press  to select PLAIN, INKJET, GLOSSY or TRANSPARENCY.

Press **Menu/Set**.

3 If you selected GLOSSY, press  to select GLOSSY : 4-COLOUR or GLOSSY : 3-COLOUR.

Press **Menu/Set**.

GENERAL SETUP 1.PAPER TYPE



The print quality of black ink varies depending on the kind of glossy paper you are using. Black ink is used when you select GLOSSY : 4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY : 3-COLOUR, which simulates black ink by combining the three ink colours.


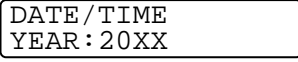
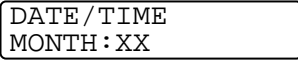
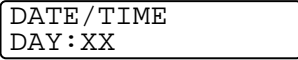
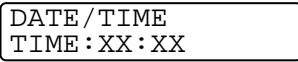
4 Press **Stop/Exit**.



The DCP ejects paper with printed surfaces face up onto the paper tray in the front of the machine. When you use transparencies or glossy paper, remove each sheet immediately to prevent smudging or paper jams.


Setting the Date and Time

If there is a power failure, you may have to reset the date and time. All other settings will not be affected.

- 1 Press **Menu/Set**, **1**, **2**.

- 2 Enter the last two digits of the year.
Press **Menu/Set**.

- 3 Enter two digits for the month.
Press **Menu/Set**.
(For example, enter 09 for September, or 10 for October.)

- 4 Enter two digits for the day.
Press **Menu/Set**.
(For example, enter 06).

- 5 Enter the time in 24-Hour format.
Press **Menu/Set**.
(For example, enter 15:25 for 3:25 P.M.)

- 6 Press **Stop/Exit**. The LCD now shows the date and time whenever the DCP is in Standby mode.

Setting the Beeper Volume



You can change the beeper volume. When the beeper is on, the DCP beeps every time you press a key or make a mistake.

- 1 Press **Menu/Set, 1, 3, 1.**
(LOW, MED, HIGH or OFF)
- 2 Press  to select your option.
- 3 Press **Menu/Set.**
- 4 Press **Stop/Exit.**

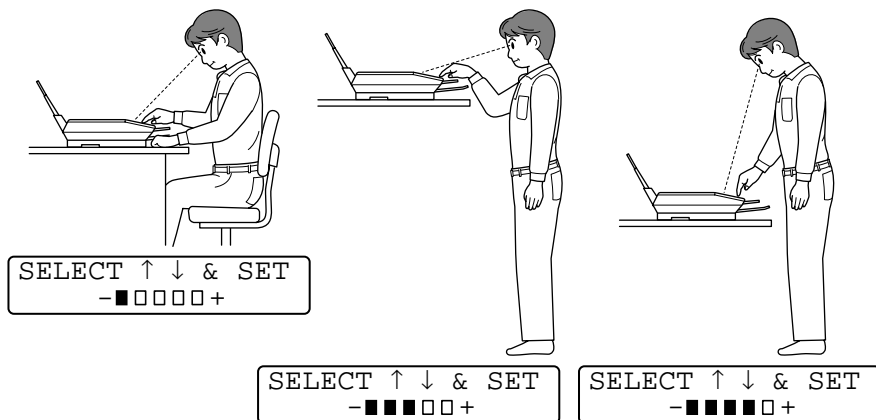
VOLUME
1.BEEPER

Setting the LCD Contrast

You can adjust the LCD contrast for a sharper and more vivid display. If you are having difficulty seeing the LCD from your position, we recommend the following contrast settings for improved viewing.

- 1 Press **Menu/Set, 1, 4.**
- 2 Press  to increase the contrast.
—OR—
Press  to decrease the contrast.
Press **Menu/Set.**
- 3 Press **Stop/Exit.**


GENERAL SETUP
4.LCD CONTRAST



Power Save

Setting Power Save Mode reduces power consumption by turning off the CPU etc. inside the machine. If Power Save Mode is switched ON, when the machine is idle for approximately 10 minutes, it drops into power save mode automatically.

The machine will display SLEEP instead of the date and time.

- 1 Press **Menu/Set, 1, 5.**
- 2 Press  to select ON (or OFF).
Press **Menu/Set.**
- 3 Press **Stop/Exit.**

GENERAL SETUP
5. POWER SAVE

Printing reports

Printing reports

Two reports are available:

PRINT REPORTS
1.HELP


Prints the Help List so you can see at-a-glance how to quickly program your DCP.

PRINT REPORTS
2.SYSTEM SETUP

Lists your latest default settings for GENERAL SETUP.

To print a report

1 Press **Menu/Set**, **5**.

2 Press  to select the report you want.

SELECT ↑ ↓ & SET
5.PRINT REPORTS

Press **Menu/Set**.

—OR—

Enter the number of the report you want to print.

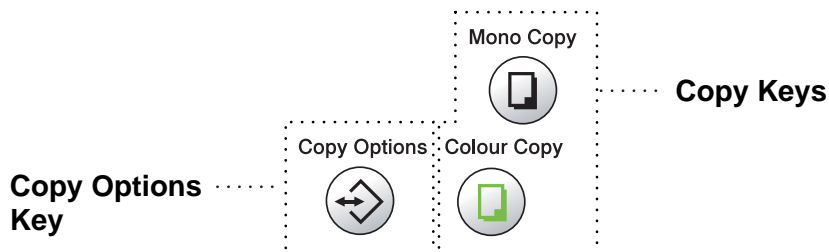
For example, press **1** to print the Help List.

3 Press **Mono Copy** or **Colour Copy**.

5 Making copies

Using the DCP as a copier

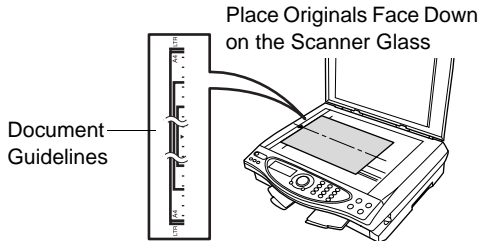
Your DCP allows you to make high-quality photocopies and transparencies. Copies can be in black and white or full colour. Always make sure you have paper in the paper tray before making copies. Do not pull on the paper while copying is in progress.



Single or multiple copies

You can make multiple copies using the scanner glass. Use the **Copy Options** key to choose more settings. (See *Using Copy Options key (Temporary Settings)* on page 5-3.)

- 1 Lift the Document Cover.



- 2 Using the document guidelines on the left, center the original face down on the scanner glass and close the document cover.
- 3 Using the dial pad, enter the number of copies you want (up to 99).
For example, press **3 8** for 38 copies.
- 4 Press **Mono Copy** or **Colour Copy**.
The DCP will start scanning the original.

Out of memory message

If the memory becomes full before you are making copies, the LCD will show this message:

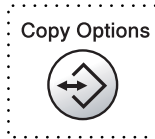
OUT OF MEMORY
PLAIN NORMAL

If the **OUT OF MEMORY** message appears, press **Stop/Exit** to cancel. You will need to clear some jobs from the memory before you can continue.






Using Copy Options key (Temporary Settings)

When you want to change the settings only for the next copy, use the **Copy Options** key.

Copy Options Key



You can use different combinations. For example, if you want to copy a photograph on glossy paper with best print quality, press **Copy Options** to select **BEST** in the Quality setting and **GLOSSY** in the Paper Type setting.

Press Copy Options	Menu Selections  +  select Menu/Set	Options  +  select Menu/Set	Factory Setting	Page
Copy Options 	QUALITY	FAST/NORMAL/BEST	NORMAL	5-5
	ENLARGE/REDUCE	25%/50%/78%/94%/100%/104%/150%/200%/400%/MANUAL	100%	5-6
	PAPER TYPE	PLAIN/INK JET/GLOSSY (4-COLOUR or 3-COLOUR)/TRANSPARENCY	PLAIN	5-7
	PAPER SIZE	A4/10(W)×15(H)CM	A4	5-8
	BRIGHTNESS	- ■■■■ +	- ■■■■ +	5-8
	PAGE LAYOUT	OFF(1 IN 1)/2 IN 1/4 IN 1/POSTER	OFF(1 IN 1)	5-9
	NO. OF COPIES:01	NO. OF COPIES:01(01-99)	01	5-5

After you finish choosing settings using the **Copy Options** key, the LCD shows:

PRESS COPY OR
↑ ↓ FOR NEXT OPT.

Press  to select more settings.


—OR—

Press **Mono Copy** or **Colour Copy** if you're finished choosing settings.



These settings are temporary, and the DCP returns to its default settings 60 seconds after it finishes copying. If you want to reuse these temporary settings, you must start copying the next original on the scanner glass before the 60 seconds expire.


No. of Copies

- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select NO. OF COPIES:01.
- 3 Press the number of copies using the dial pad.
Press **Menu/Set**.




SELECT ↑ ↓ & SET
NO. OF COPIES:01

To start copying now, press **Mono Copy** or **Colour Copy**.

—OR—

Press  for more settings.

Quality



- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select QUALITY.
Press **Menu/Set**.
- 3 Press  to select NORMAL, FAST or BEST.
Press **Menu/Set**.
- 4 To start copying now, press **Mono Copy** or **Colour Copy**.
—OR—
Press  for more settings.


QUALITY
NORMAL



NORMAL	Recommended mode for ordinary printouts. Good copy quality with adequate copy speed.
FAST	Fast copy speed and lowest ink consumption. Use FAST to save time (documents to be proof-read, large documents or many copies).
BEST	Use this mode to copy precise images such as photographs. BEST uses the highest resolution and slowest speed.

Enlarge/Reduce

You can select the following enlargement or reduction ratios.
MANUAL allows you to enter a ratio from 25% to 400%.

Press Copy Options Copy Options  and  to select ENLARGE / REDUCE	25%
	50%
	78%
	94%
	100%
	104%
	150%
	200%
	400%
	MANUAL

- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select ENLARGE / REDUCE. Press **Menu/Set**.




ENLARGE / REDUCE
100%
- 3 Press  to select the enlargement or reduction ratio you want. Press **Menu/Set**.
—OR—
You can select MANUAL and press **Menu/Set**.
Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%.
Press **Menu/Set**.
(For example, press **5 3** to enter 53%.)
- 4 Press **Mono Copy** or **Colour Copy**.
—OR—
Press  for more settings.



Special Copy Options (2in1, 4in1 or Poster) are not available with Enlarge/Reduce.


Paper Type

You can change the paper type only for the next copy. Select the type of media that you are using to get the best print quality.

- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select PAPER TYPE.
Press **Menu/Set**.
- 3 Press  to select the type of paper you are using (PLAIN, INKJET, GLOSSY or TRANSPARENCY).
Press **Menu/Set**.
- 4 If you selected GLOSSY, press  to select GLOSSY : 4-COLOUR or GLOSSY : 3-COLOUR.
Press **Menu/Set**.



The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select GLOSSY : 4-COLOUR. If the glossy paper you are using repels the black ink, select GLOSSY : 3-COLOUR, which simulates black ink by combining the three ink colours.

- 5 Press **Colour Copy** (or **Mono Copy**).
—OR—
Press  for more settings.






You can change the default Paper Type setting at any time.
(See *Setting the Paper Type* on page 4-1.)

Paper Size

You can change the paper size setting only for the next copy.







You can copy only on A4 and Post Card (10X15) paper.

- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select PAPER SIZE.
Press **Menu/Set**.
- 3 Press  to select the size of paper you are using (A4 or 10 (W)×15 (H) CM).
Press **Menu/Set**.
- 4 Press **Mono Copy** or **Colour Copy**.
—OR—
Press  for more settings.

Brightness



You can adjust the copy brightness to make copies darker or lighter.

- 1 Place the original face down on the scanner glass.
- 2 Press **Copy Options** and  to select BRIGHTNESS.
Press **Menu/Set**.
- 3 Press  to make a lighter copy.
—OR—
Press  to make a darker copy.
Press **Menu/Set**.
- 4 Press **Mono Copy** or **Colour Copy**.
—OR—
Press  for more settings.



Page Layout

You can save paper by copying either two or four pages onto one page, or you can make a poster size copy.

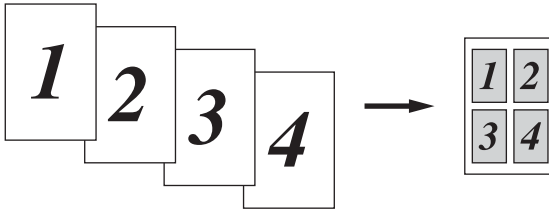
- 1** Place the original face down on the scanner glass.
- 2** Press **Copy Options** and  to select **PAGE LAYOUT**. Press **Menu/Set**.
- 3** Press  to select **2 IN 1**, **4 IN 1**, **POSTER** (or **OFF (1 IN 1)**). Press **Menu/Set**.
- 4** Press **Mono Copy** or **Colour Copy**.
The DCP starts scanning the first page.
- 5** If you selected **2 IN 1** or **4 IN 1** in Step 3, insert the next page onto the scanner glass.

NEXT:PRESS SET
END:PRESS COPY

Press **Menu/Set**.
Repeat Step 5 for each page of the original.
- 6** After all the pages of the original have been scanned, press **Mono Copy** or **Colour Copy** to end.
2 in 1

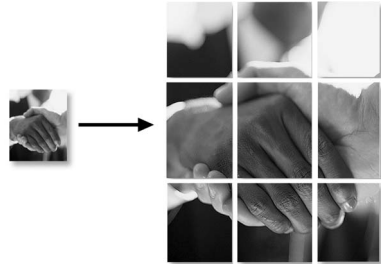


4 in 1



Poster

You can make a poster size copy of a photograph.



For 2 in 1 or 4 in 1 copies, you cannot change the enlargement or reduction ratio or print on glossy paper.

For colour 2 in 1 or 4 in 1 copies, you can use A4 size paper. You cannot make more than one copy.


For poster copies, you cannot make more than one copy or use the Enlarge/Reduce setting.

Changing the default copy settings

You can adjust the copy settings that are shown in the chart. These settings will stay until you change them again.



Submenu	Menu Selections	Options	Factory Settings
1.QUALITY	—	NORMAL BEST FAST	NORMAL
2.BRIGHTNESS	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■□□ + - ■□□□ +	- ■■■□ +
3.CONTRAST	—	- ■■■■ + - ■■■□ + - ■■■□ + - ■■□□ + - ■□□□ +	- ■■■□ +
4.COLOUR ADJUST	1.RED	R: - ■■■■ + R: - ■■■□ + R: - ■■■□ + R: - ■■□□ + R: - ■□□□ +	R: - ■■■□ +
	2.GREEN	G: - ■■■■ + G: - ■■■□ + G: - ■■■□ + G: - ■■□□ + G: - ■□□□ +	G: - ■■■□ +
	3.BLUE	B: - ■■■■ + B: - ■■■□ + B: - ■■■□ + B: - ■■□□ + B: - ■□□□ +	B: - ■■■□ +

Copy Quality

- 1 Press **Menu/Set**, **2**, **1**.
- 2 Press  to select NORMAL, BEST or FAST.
Press **Menu/Set**.
- 3 Press **Stop/Exit**.

COPY
1. QUALITY



Brightness

- 1 Press **Menu/Set**, **2**, **2**.
- 2 Press  to make a lighter copy.
—OR—
Press  to make a darker copy.
Press **Menu/Set**.
- 3 Press **Stop/Exit**.

COPY
2. BRIGHTNESS




Contrast

You can change the contrast to help an image look sharper and more vivid.

- 1 Press **Menu/Set**, **2**, **3**.
- 2 Press  to increase the contrast.
—OR—
Press  to decrease the contrast.
Press **Menu/Set**.
- 3 Press **Stop/Exit**.

COPY
3. CONTRAST

Colour Adjustment

- 1 Press **Menu/Set, 2, 4.**
- 2 Press  to select RED, GREEN or BLUE.
Press **Menu/Set.**
- 3 Press  to increase the colour saturation.
—OR—
Press  to decrease the colour saturation.
Press **Menu/Set.**
- 4 Return to Step 2 to select the next colour.
—OR—
Press **Stop/Exit.**

COPY 4.COLOUR ADJUST

Legal limitations

Colour reproductions of certain documents are illegal and may result in either criminal or civil liability. This memorandum is intended to be a guide rather than a complete listing of every possible prohibition. In case of doubt, we suggest that you check with counsel as to any particular questionable documents.

The following are examples of documents which should not be copied:

- Paper money
- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed Forces Service or Draft papers.
- Passports
- Postage Stamps (cancelled or uncanceled)
- Immigration Papers
- Welfare documents.
- Cheques or Drafts drawn by Governmental Agencies.
- Identification Documents, badges or insignias.
- Licences and Certificates of Title to motor vehicles.

Copyrighted works cannot be copied. Sections of a copyrighted work can be copied for 'fair use.' Multiple copies would indicate improper use.

Works of art should be considered the equivalent of copyrighted works.

6

Walk-Up PhotoCapture Center™

Introduction

Your Brother DCP includes three media drives (slots) to use with popular digital camera media: CompactFlash®, SmartMedia®, and Memory Stick®.



CompactFlash®



SmartMedia®



Memory Stick®

The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

PhotoCapture Center™ requirements

To avoid error conditions, please remember:

- The DPOF file on the media card must be in a valid format.
- The image file extension must be .JPG (Other image file extensions .JPEG, .TIF, .GIF and so on will not be recognized).
- Walk-up PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- IBM Microdrive™ is not compatible with the DCP.
- The DCP can read up to 999 files in a media card.
- Use only Smart media cards with a 3.3 voltage.




When printing the INDEX or IMAGE, the PhotoCapture Center™ will print all the valid images, even if one or more images have been corrupted. A portion of the corrupted image may be printed.

Basic flow

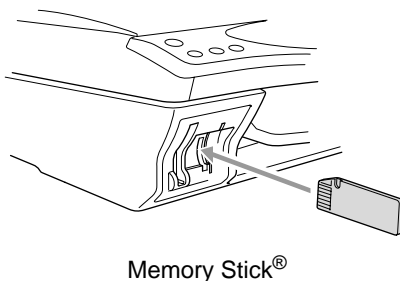
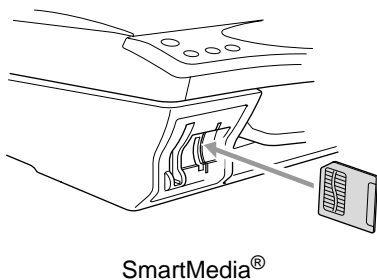
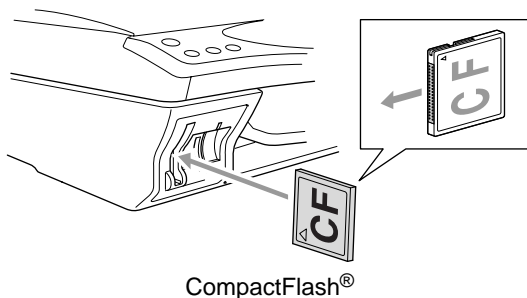
- 1** Insert the media card firmly into the media drive (slot).
(See *Getting started* on page 6-3.)
- 2** Print the index (Thumbnails) of all the images on your media card by pressing `Print Index`. The images will be numbered.
(See *Printing the Index (Thumbnails)* on page 6-6.)
- 3** To print the images, press `Print Image`.
(See *Printing images* on page 6-7.)

You can change the settings for printing images, such as the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness and Colour Enhancement by pressing `Options` key.
(See *Changing the settings for printing images* on page 6-8.)

Getting started

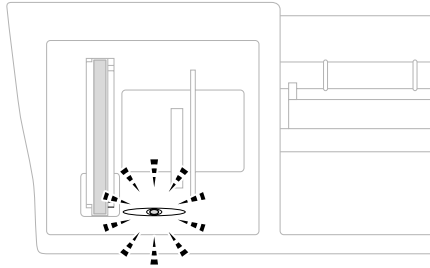
 There are separate slots on your DCP, for a CompactFlash[®] card, a SmartMedia[®] card and a Memory Stick[®]. Use only Smart media cards with a 3.3 voltage.

The left slot is for a CompactFlash[®] Card, the middle slot is for a Memory Stick[®] and the right is for a SmartMedia[®] Card. Firmly insert the card into the appropriate slot.



Media Card Indicator Lights:

- **LED** light is ON, the media card is inserted properly.
- **LED** is OFF, the media card is not properly inserted.
- **LED** is BLINKING, the media card is being read or written to.



Do NOT unplug the power cord or remove the media card from the media drive (slot) while the DCP is reading or writing to the card (LED is blinking). **You will loose your data or damage the card.**

The DCP can only read one Media card at a time so do not insert more than one card. The settings that you want to use with the card will be kept until you take out the media card from the drive (slot), print images or press **Stop/Exit**.

1 Insert the media card firmly into the media drive (slot).

2 When you insert your media card into the proper slot, the LCD shows.

C.FLASH ACTIVE
Press PhotoCapture for ---



The media active message will be shown for 60 seconds and then the display will return to standby mode.

Even in that case, you can enter the Photo Capture mode by pressing **Photo Capture**.

3 Press **Options**.

The LCD shows:

(See *Changing the settings for printing images* on page 6-8.)

CHANGE SETTINGS
NO. OF COPIES:01

Printing the Index (Thumbnails)

The PhotoCapture Center™ assigns numbers for images (such as No.1, No.2, No.3, and so on).



→ [No.1]
DEI.JPG

01.01.2003
100KB

It does not recognize any other numbers or file names that your digital camera or PC have used to identify the pictures. You can print a thumbnail page (Index page with 6 or 4 images per line). This will show all the pictures on the media card.

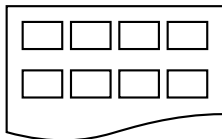
1 Make sure you inserted the media card. (See page 6-3.)
Press **Print Index**.

2 Press  to select
6 IMAGES/LINE or
4 IMAGES/LINE.
Press **Menu/Set**.

PRINT INDEX
6 IMAGES/LINE

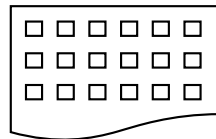


Index




4 Images/line

Index



6 Images/line

3 Press **Colour Copy** to start printing.

 Print time for 4 Images/line will be slower than 6 Images/line, but the quality is better. To print an image, see the next page.

Printing images

Before you can print an individual image, you have to know the image number.



Print the Index first.

(See *Printing the Index (Thumbnails)* on page 6-6.)

- 1 Make sure you inserted the media card. (See page 6-3.)
Press **Print Image**.

ENTER & SET KEY
IMG:

- 2 Use the dial pad to enter the image number that you want to be printed from the Index page (Thumbnails).
Press **Menu/Set**.

ENTER & SET KEY
IMG: 1, 3, 6

Repeat this step until you have entered all the image numbers that you want to print.



You can enter all the numbers at one time by using the * key for a comma or the # key for hyphen.

(For example, Enter **1 * 3 * 6** - to print images No.1, No.3 and No.6. Enter **1#5** to print images No.1 to No.5).

- 3 After you have selected all the image numbers.

Press **Menu/Set** twice.

The LCD shows:

PRESS COLOUR CPY
FOR PRINTING

- 4 To print, press **Colour Copy**.
—OR—

To change settings, press **Options**.

(See *Changing the settings for printing images* on page 6-8.)

Changing the settings for printing images

You can change the settings for the number of Copies, Paper Type, Paper & Print Size, Print Quality, Brightness and Colour Enhancement only for the next printed image.



Menu Selections	Options (1)	Options (2)	Factory Setting	Page
NO. OF COPIES: XX	—	01-99	01	6-9
PAPER TYPE	PLAIN	—	PLAIN	6-9
	INK JET			
	GLOSSY	GLOSSY: 4-COLOUR GLOSSY: 3-COLOUR		
	TRANSPARENCY	—		
PAPER&PRINT SIZE	A4	PRINT SIZE 13X9CM 15X10CM 18X13CM 20X25CM	A4	6-10
	10(W)X15(H)CM	ORIENTATION PORTRAIT LANDSCAPE	LANDSCAPE	
PRINT QUALITY	NORMAL	—	FINE	6-13
	FINE			
	PHOTO			
BRIGHTNESS	- ■■■■ +	—	- ■■■■ +	6-13
	- ■■■□ +			
	- ■■□□ +			
	- ■□□□ +			
	- □□□□ +			
COLOUR ENHANCE	ON	—	OFF	6-14
	OFF			

Menu selections






Make sure you have entered the image number that you want to be printed. (See page 6-7.)

Number of Copies

- 5 Press  to select NO. OF COPIES:01.
Press **Menu/Set**.
- 6 Use the dial pad to enter the number of copies you want.
Press **Menu/Set**.
- 7 Press **Colour Copy** to print.
—OR—
Press  for more settings.

Paper Type

- 5 Press  to select PAPER TYPE.
Press **Menu/Set**.
- 6 Press  to select the type of paper you are using, (PLAIN, INK JET, GLOSSY or TRANSPARENCY).
Press **Menu/Set**.
- 7 If you selected GLOSSY, press  to select GLOSSY: 4-COLOUR or GLOSSY: 3-COLOUR.
Press **Menu/Set**.







The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select 4-COLOUR.

If the glossy paper you are using repels the black ink, select 3-COLOUR, which simulates black ink by combining the three ink colours.

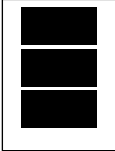
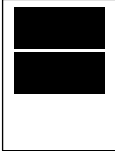
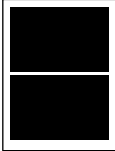

- 8 Press **Colour Copy** to print.
—OR—
Press  for more settings.

Paper and Print Size

 Make sure you have done Steps 1 to 4 on page 6-7.

- 5 Press  to select PAPER&PRINT SIZE.
Press **Menu/Set**.
- 6 Press  to select the size of the paper you are using (A4 or 10 (W)X15 (H) CM).
Press **Menu/Set**.
- 7 If you select A4, press  to select the print size
Press **Menu/Set**, and go to Step 11.

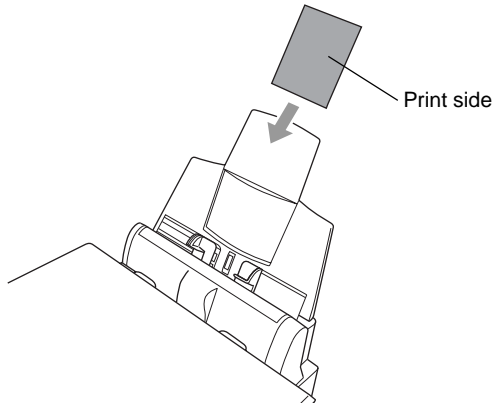
Printed Position

① 13X9CM	② 15X10CM	③ 18X13CM	④ 20X25CM
			

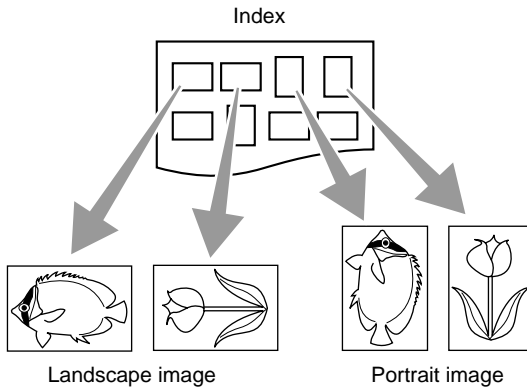
—OR—


If you selected 10 (W) X15 (H) CM for PRINT SIZE, go to Step 8.


- 8** Load the post card with the top edge down and print side is towards you.



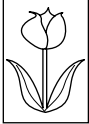
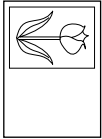
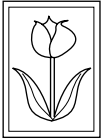

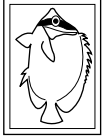
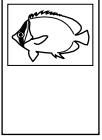
- 9** Check the printed thumbnail image on the index sheet.



 Some images taken by some cameras have the orientation information.


10 Press  to select LANDSCAPE or PORTRAIT.
Press **Menu/Set**.

The result of the output (10 (W) x 15 (H) cm)



	LANDSCAPE	PORTRAIT
Portrait Image 		
Landscape Image 		

11 Press **Colour Copy** to print.

—OR—

Press  for more settings.

Print Quality

- 5 Press  to select PRINT QUALITY.
Press **Menu/Set**.
- 6 Press  to select NORMAL, FINE or PHOTO.
Press **Menu/Set**.



NORMAL	Recommended mode for ordinary printouts. Good print quality with adequate print speed.
FINE	Better print quality than normal and faster copy speed than PHOTO.
PHOTO	Use this mode to print precise images such as photographs. PHOTO uses the highest resolution and slowest speed.

- 7 Press **Colour Copy** to print.
—OR—
Press  for more settings.

Brightness




Make sure you have done Steps 1 to 4 on page 6-7.


- 5 Press  to select BRIGHTNESS.
Press **Menu/Set**.
- 6 Press  to make a lighter print.
—OR—
Press  to make a darker print.
Press **Menu/Set**.
- 7 Press **Colour Copy** to print.
—OR—
Press  for more settings.

Colour Enhancement

You can turn on the colour enhancement feature to print more vivid images.


If you want to customize the White Balance, Sharpness or Colour Density, press **Menu/Set**, **3**, **5**. (See *Colour Enhancement* on page 6-18.)

5 Press  to select COLOUR ENHANCE.
Press **Menu/Set**.

6 Press  to select ON (or OFF).
Press **Menu/Set**.

7 Press **Colour Copy** to print.

—OR—

Press  for more settings.



- The PhotoCapture Center™ prints only in colour. Black & White printing and Enlargement/Reduction is not available when using this feature.
- The PhotoCapture Center™ returns to its default setting when you take out the media card, print images or press **Stop/Exit**.

DPOF printing

DPOF stands for Digital Print Order Format.

Major Digital Camera manufacturers (Canon Inc., Eastman Kodak Company, Fuji Photo Film Co. Ltd. and Matsushita Electric Industrial Co., Ltd. and Sony Corporation.) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to select on the Digital Camera display the images and number of copies you want to print.

When the memory card (CompactFlash®, SmartMedia® or Memory Stick®) with DPOF information is put into your DCP, you can print the selected image easily.

1 Insert your media card into the appropriate drive (slot).

C.FLASH ACTIVE
Press Photo Capture key ---



The media active message will be shown for 60 seconds and then the display will return to standby mode.

2 Press **Print Image**.

3 If there is a DPOF file on the card, the LCD shows:

DPOF PRINT
1.YES 2.NO

4 Press **1** to select 1 . YES.

PRESS COLOUR CPY
FOR PRINTING



If you want to print an Index (thumbnails) or choose the images and their print options now, select 2 . NO.

5 Press **Colour Copy** to print.


Changing the default settings

You can adjust the Print Quality, Print Size, Brightness, Contrast, Colour Enhance and Scan to Card settings, that are shown in the chart. These settings will remain set until you change them again.

Press **Menu/Set, 3**, followed by the number of the setting you want to change. (See details on the following pages.)

Submenu	Menu Selections	Options (1)	Options (2)	Factory Settings
1.PRINT QUALITY	—	NORMAL FINE PHOTO	—	FINE
2.PRINT SIZE	—	13×9CM 15×10CM 18×13CM 20×25CM	—	15×10CM
3.BRIGHTNESS	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	—	- ■■■□□ +
4.CONTRAST	—	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	—	- ■■■□□ +
5.COLOUR ENHANCE	ON	1.WHITE BALANCE	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
		2.SHARPNESS	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
		3.COLOUR DENSITY	- ■■■■■ + - ■■■■□ + - ■■■□□ + - ■■□□□ + - ■□□□□ +	(- ■■■□□ +)
	OFF	—	—	OFF
6.SCAN TO CARD (See <i>How to scan using Windows®</i> on page 9-1.)	—	PDF JPEG	—	PDF

Print Quality

- 1 Press **Menu/Set, 3, 1.**
- 2 Press  to select NORMAL, FINE or PHOTO.
Press **Menu/Set.**
- 3 Press **Stop/Exit.**



PHOTOCAPTURE
1.PRINT QUALITY

Print Size

- 1 Press **Menu/Set, 3, 2.**
- 2 Press  to select 13×9CM, 15×10CM, 18×13CM or 20×25CM.
Press **Menu/Set.**
- 3 Press **Stop/Exit.**

PHOTOCAPTURE
2.PRINT SIZE

Brightness

- 1 Press **Menu/Set, 3, 3.**
- 2 Press  to make a lighter print.
—OR—
Press  to make a darker print.
Press **Menu/Set.**
- 3 Press **Stop/Exit.**


PHOTOCAPTURE
3.BRIGHTNESS


Contrast

You can choose the contrast setting. More Contrast will make an image look sharper and more vivid.

1 Press **Menu/Set**, **3**, **4**.

PHOTOCAPTURE
4 . CONTRAST

2 Press  to increase the contrast.
—OR—

Press  to decrease the contrast.
Press **Menu/Set**.


3 Press **Stop/Exit**.


Colour Enhancement

1 Press **Menu/Set**, **3**, **5**.

PHOTOCAPTURE
5 . COLOUR ENHANCE

2 Press  to select ON (or OFF).
Press **Menu/Set**.


 If you select ON, you can customize the White Balance, Sharpness or Colour Density.

3 If you selected ON,
Press  to select WHITE BALANCE.
Press **Menu/Set**.

—OR—

To skip the White Balance.

Press  to select SHARPNESS or COLOUR DENSITY.

- 4 Press  to adjust the degree of White Balance.
Press **Menu/Set**.
- 5 Repeat Step 4 and Step 5 to adjust the degree of Sharpness and Colour Density.
—OR—
Press **Stop/Exit**.

■ **White Balance**

This setting adjusts the hue of the white areas of an image. Lighting, Camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this adjustment you can correct this effect and bring the white areas back to pure white.

■ **Sharpness**

This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

■ **Colour Density**

This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

Understanding the Error Messages

Once you are familiar with the types of errors that can occur while you're using the PhotoCapture Center™, you can easily identify and troubleshoot any difficulties.

When an error message appears on the LCD, the DCP will beep to get your attention.

MEDIA ERROR—This message will appear if you insert a media card that is either bad or not formatted, or when there is a problem with the media drive. To clear this error, take out the media card.

NO FILE—This message will appear if you select **PHOTOCAPTURE** and the media card in the drive (slot) does not contain a .JPG file.

OUT OF MEMORY—This message will appear if you are working with images that are too large for the DCP's memory.

Using PhotoCapture Center™ from your PC

You can access the media card that is in the media drive (slot) of the DCP from your PC.

See Using PhotoCapture Center™ from your PC. (See *Using the PhotoCapture Center™ from your PC* on page 12-1 and *Using the PhotoCapture Center™ from a Macintosh®* on page 13-16.)

Using PhotoCapture Center™ for scanning originals

You can scan the originals into a media card. (See *Scan to Card* on page 9-19.)

7 Using the DCP as a printer

Using the Brother DCP-4020C printer driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.

The printer drivers are on the CD-ROM we have supplied. Install the drivers first by following the Quick Setup Guide. Also, the latest printer driver can be downloaded from the Brother Solutions Center at:

<http://solutions.brother.com>

<http://www.brother-uk.com>

Features

This DCP offers many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Fast mode, you can print up to 11 pages per minute in full colour, and up to 13 pages per minute in black.

Brilliant High Quality Output—Printing at 2400 x 1200 dpi resolution on glossy paper gives you highest resolution output.

Beautiful Elaborate Output—You can use 2 in 1, Watermark printing, Colour Enhancement technology and other features to get high quality printouts.

Low Running Cost—Whenever you run out of a particular colour ink, you will only have to replace the cartridge that's empty.

USB—Universal Serial Bus Interface provides fast communication with your computer.

Straight Paper Path—The DCP can print on many types of paper. Plain paper, inkjet paper, glossy paper, transparencies and envelopes. Use the appropriate type of paper to avoid paper jams.

For complete information about what kinds of paper to use with the DCP, please see *Paper* on page 2-1.

Choosing the right type of paper

To get high quality printing using your DCP, it's very important to select the right type of paper. Be sure to read Chapter 2 Paper in this Guide before you select and purchase paper for the DCP.

How to print your document

When the DCP receives data from your computer, it begins printing by picking up paper from the paper tray. The paper tray can feed many types of paper and envelopes.

- 1 From your computer select the Print command.
If your computer is also connected to any other printers, select **Brother DCP-4020C USB Printer** as your printer driver from the Print or Print Settings menu in your software application, and then click on OK to begin printing.
- 2 Your computer sends a print command and data to the DCP. The LCD shows `RECEIVING DATA`.
- 3 When the DCP finishes printing all the data, the display will return to standby mode.



You can select the paper size, and orientation in your application software.

If your application software does not support your custom paper size, select the next larger paper size.

Then adjust the print area by changing the right and left margins in your application software.

Simultaneous printing

Your DCP can print from your computer while scanning a document into the computer. However, when the DCP is copying, it pauses the PC printing operation, and resumes when copying is complete.

Clearing data from the memory

If the LCD shows `DATA REMAINS`, you can clear the data that is left in the printer memory by pressing **Stop/Exit**.

Checking the Print Quality

If you want to check the print quality and find out how to improve it, See *How to improve print quality* on page 15-8.

Printer driver settings

You can change the following printer settings when you print from your computer:

- **Media Type/Quality** (Speed)
- **Page Layout**
- **Near Edge Print**
- **Colour Matching/Halftone Pattern**
- **Colour Enhancement**
- **Scaling**
- **Watermark**
- **Print Date & Time**
- **Quick Print Setup**

How to access the printer driver settings

- 1 Select **Print** from the **File** menu in your application software.
- 2 Select **Brother DCP-4020C USB Printer** as your printer and click **Properties**. The **Brother DCP-4020C USB Printer** dialog box will appear.

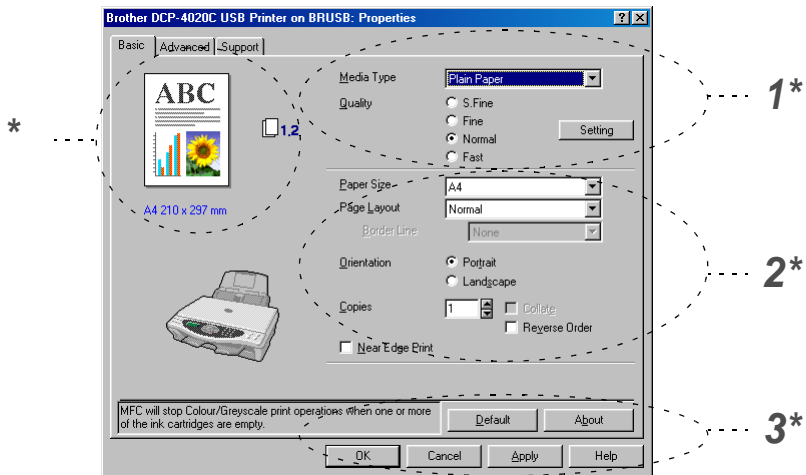


The way you access the printer driver settings depends on your operating system and software applications.




The screens shown in this section are from Windows® 98 Second Edition. The screens on your Computer may vary depending on your Windows Operating System.

Basic tab



- 1 Select the **Media Type** and **Quality**.
- 2 Select the **Paper Size**, **Page Layout**, **Border Line** (if any), **Orientation**, number of **Copies**, the page order and **Near Edge Print**.
- 3 Click the **Apply** button to apply your selected settings. To return to the default settings, click the **Default** button, then click the **Apply** button.

 * This area shows the current settings of **Quality**, **Paper Size**, **Page Layout**, **Orientation**, **Collate/Reverse Order** and **Near Edge Print** and **Colour/Greyscale**.

Media Type

To achieve the best print results, the media being printed on should be selected in the driver. The DCP changes the way it prints, depending on the selected media type.

Plain Paper

Inkjet Paper

Glossy Paper (4 colour)

Glossy Paper (3 colour)

Transparencies



The print quality of black ink depends on the type of glossy paper you are using. Black ink is used when you select *Glossy Paper (4 colour)*. If the glossy paper you are using repels the black ink, select *Glossy Paper (3 colour)*, which simulates black ink by combining the three ink colours.

Quality

The quality selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality the longer it will take to print the document. The quality selections that are available will vary depending on the media type you select.

- **Photo:** 2400 x 1200 dpi. Use this mode to print precise images such as photographs. This is the highest resolution and slowest speed.
- **S.Fine** (Super Fine): 1200 x 1200 dpi. Use this mode to print precise text and photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.
- **Fine:** 600 x 600 dpi. Better print quality than **Normal** mode and faster print speed than **Super Fine**.
- **Normal:** 600 x 300 dpi. Good print quality with typical print speed.
- **Fast:** 600 x 150 dpi. The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.

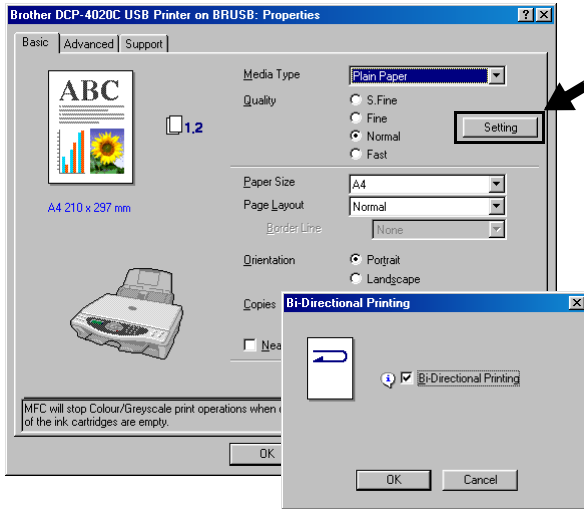
Media Type	Colour/ Greyscale	Print Quality Selection
<i>Plain Paper</i>	Colour/ Greyscale	<i>Fast, Normal, Fine, S.Fine</i>
<i>Inkjet Paper</i>	Colour	Fine , <i>S.Fine, Photo</i>
	Greyscale	<i>Fine, S.Fine, Photo</i>
<i>Glossy Paper (4 or 3 colour)</i>	Colour	<i>S.Fine, Photo</i>
	Greyscale	S.Fine , <i>Photo</i>
<i>Transparencies</i>	Colour/ Greyscale	Fine , <i>S.Fine</i>



The factory settings are shown in bold.

Bi-Directional Printing

When **Bi-Directional Printing** is selected, the print heads print in both directions and offer faster print speeds. When not selected, the print heads will only print in one direction to provide higher quality printouts.

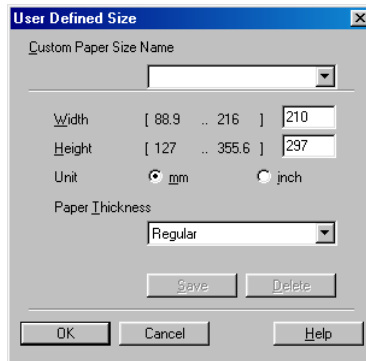


Paper Size

The **Paper Size** selection provides a large selection of standard paper sizes. If you wish, you can create a custom size ranging from 89 x 127 mm to 216 x 355.6 mm. From the drop-down box, select the **Paper Size** you are using.



You can enter custom size by selecting *User Defined*. Select the proper paper thickness to improve the quality of your output.

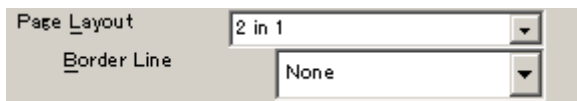


Page Layout

The **Page Layout** selection can reduce the image size of a page allowing multiple pages to be printed on one sheet of paper or enlarging the image size for printing one page on multiple sheets of paper. If you are using Windows® 98/98SE/Me, the 4 in 1 layout is not available.

Border Line


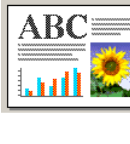
When printing multiple pages on one sheet with the **Page Layout** feature, you can choose to have a solid border, dashed border or no border around each page on the sheet.



Orientation

Orientation selects the position of how your document will be printed (**Portrait** or **Landscape**).



Portrait (Vertical)	Landscape (Horizontal)
 A document page oriented vertically. It features the text 'ABC' at the top, followed by several lines of text, a bar chart, and a sunflower image.	 A document page oriented horizontally. It features the text 'ABC' at the top, followed by several lines of text, a bar chart, and a sunflower image.

Copies

The **Copies** selection sets the number of copies that will be printed (1 to 999).

Collate

With the **Collate** check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the **Collate** check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

Reverse Order

Reverse Order prints the pages of your document in the opposite order.



A screenshot of a printer settings dialog box. It features a 'Copies' label followed by a text input field containing the number '3' and a vertical spinner control. To the right, there are two checkboxes: 'Collate' (unchecked) and 'Reverse Order' (checked). The 'Reverse Order' checkbox is highlighted with a dashed border.

Near Edge Print

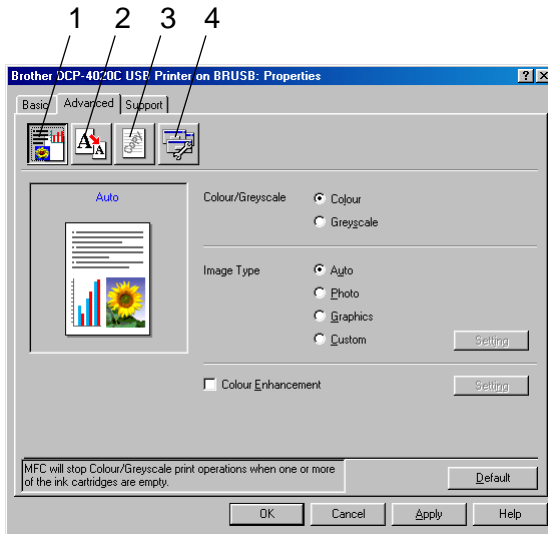
Near Edge Print feature expands the printable area at the edge of the paper up to 0.5 mm. Print time will be slightly slower. Available for **Letter, A4, Postcard and Index Card paper**.

Not available for transparencies.



A screenshot of the 'Near Edge Print' checkbox, which is checked. To the left of the checkbox is a small information icon (a lowercase 'i' inside a circle). The text 'Near Edge Print' is to the right of the checkbox and is highlighted with a dashed border.

Advanced tab



To return to the default settings, click the **Default** button.

Change the tab settings by selecting one of the following icons:

- 1.Colour
- 2.Scaling
- 3.Watermark
- 4.Device Options

Colour

Colour/Greyscale

This selection allows a colour document to be printed in black and white using grey scale.

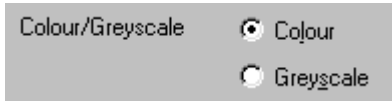
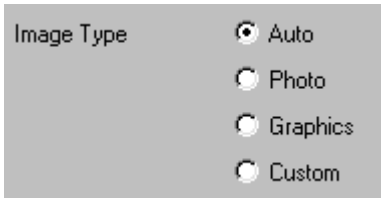


Image Type

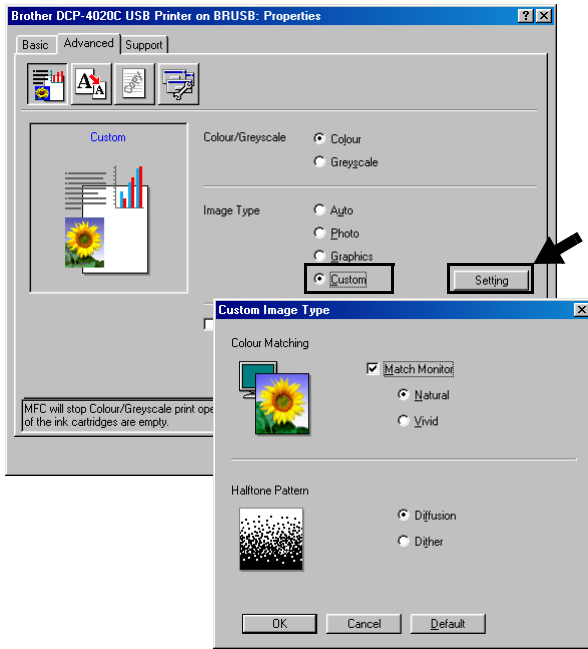
The printer driver will select the most suitable colour matching and half tone method, depending on your image type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto:** The printer driver automatically selects the image type.
- **Photo:** Select this mode for photographic images.
- **Graphics:** Select this mode for documents that contain text or business graphics (charts or clip art).
- **Custom:** If you want to select the colour matching and halftone method, manually select this mode.



Custom Image Type

You can select the colour matching method manually. Select the best one for your document.



Match Monitor

Colour is adjusted to get the closest colour match to the PC monitor.

- **Natural:** Suitable for photographic images. The colour is adjusted to print a more natural colour.
- **Vivid:** Suitable for business graphics such as charts, graphics and text. The colour is adjusted to give more vivid colour.

Halftone Pattern

The DCP can use two methods (**Diffusion** or **Dither**) to arrange where to place dots to express halftones. There are some predefined patterns set for this and you can select which one to use for your document. Select the appropriate method.

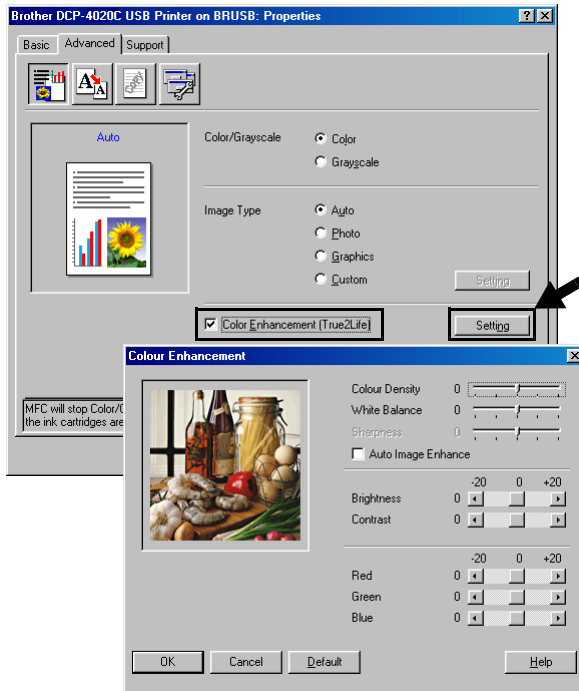
- **Diffusion:** Dots are placed at random to create the halftones. This method of printing is more suitable for printing photographs that have delicate shades and graphics.
- **Dither:** Dots are arranged in a pre-defined pattern to make halftones. This type of printing is more suitable to printing graphics that have definite colour boundaries or for printing charts such as business charts.



Some halftone settings cannot be selected with certain combinations of **Media Type** and **Quality** selections.

Colour Enhancement

Selecting **Colour Enhancement** enables the **Colour Enhancement** feature. This feature analyzes your image to improve quality sharpness, white balance and colour density. This process may take several minutes depending on the size of the image and the specifications of your computer.



■ Colour Density

This setting adjusts the total amount of colour in the image. You can increase or decrease the amount of colour in an image to improve a washed out or weak picture.

■ **White Balance**

This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will effect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other colour. By using this adjustment you can correct this effect and bring the white areas back to pure white.

■ **Sharpness**

This setting enhances the detail of an image. It is similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

■ **Auto Image Enhance**

This setting allows individual adjustment of picture settings to improve the printed image and analyzes data from surrounding or neighboring pixels in the original.

■ **Brightness**

This setting adjusts the brightness of the whole image. To darken or lighten the image move the scroll bar to the left or right.

■ **Contrast**

This setting adjusts the contrast of an image. This will make darker areas darker and lighter areas lighter. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

■ **Red**

Increases the intensity of the **Red** colour to make the image more red.

■ **Green**

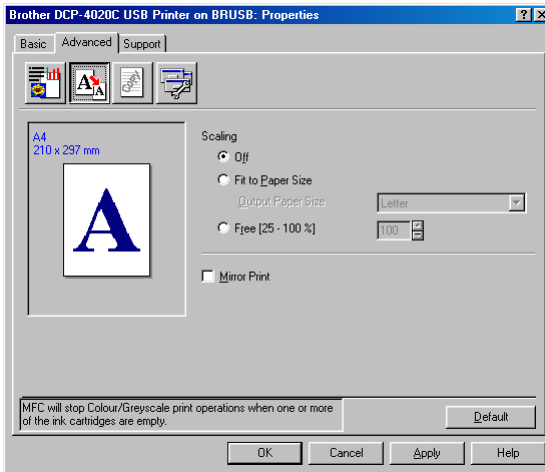
Increase the intensity of the **Green** colour to make the image more green.

■ **Blue**

Increase the intensity of the **Blue** colour to make the image more blue.

Scaling

You can change the print size of your document with the **Scaling** feature.

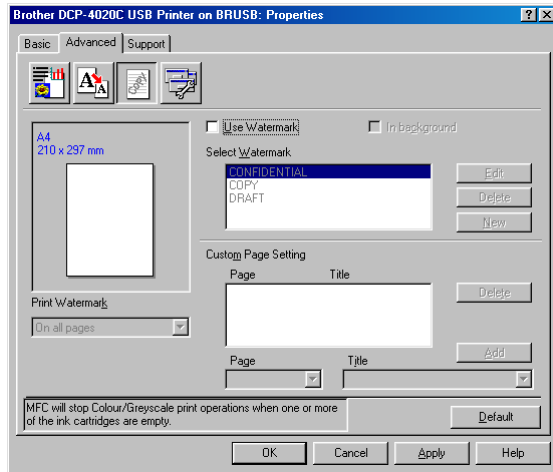


- Check **Off** if you want to print the document as it appears on your screen.
- Check **Fit to Paper Size**, if your document has an unusual size, or if you have only the standard size paper.
- Check **Free** if you want to reduce the size.
- Check **Mirror Print** to reverse the data from left to right.

Watermark

You can place a logo or text into your document as a Watermark. You can select one of the preset Watermarks, or you can use a bitmap file or text file that you have created.

Check **Use Watermark**, and then select the watermark you want to use.



In background

Check **In background** with the Watermark to print the watermark image in the background of your document. If this feature is not checked then the Watermark will be printed on top of your document.

In Outline Text (Windows® 2000 Professional/XP Only)

Check **In Outline Text** if you only want to print an outline of the watermark.

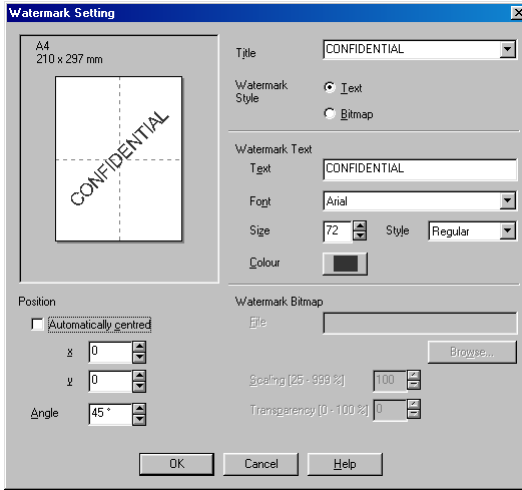
Print Watermark

The **Print Watermark** feature offers the following print choices:

- *On all pages*
- *On first page only*
- *From second page*
- *Custom*

Watermark Style

You can change the Watermark's size and position on the page by selecting the Watermark, and clicking the **Edit** button. If you want to add a new Watermark, click the **New** button, and then select **Text** or **Bitmap** in the **Watermark Style**.



■ Watermark Text

Enter your Watermark text into the **Text** Box, and then select the **Font**, **Size**, **Colour** and **Style**.

■ Watermark Bitmap

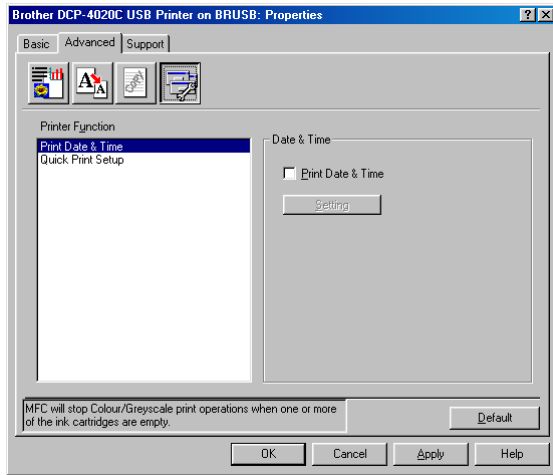
Enter the file name and location of your bitmap image in the **File** box, or **Browse** for the file location. You can also set the scaling size of the image.

■ Position

This setting offers you the control for where the Watermark is to be positioned on the page.

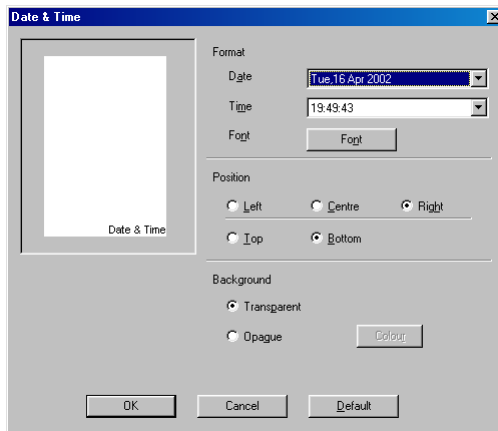
Device Options

Lets you set the following Printer Functions:



Print Date & Time

When enabled the **Print Date and Time** feature will print the date and time on your document from your computer's system clock.

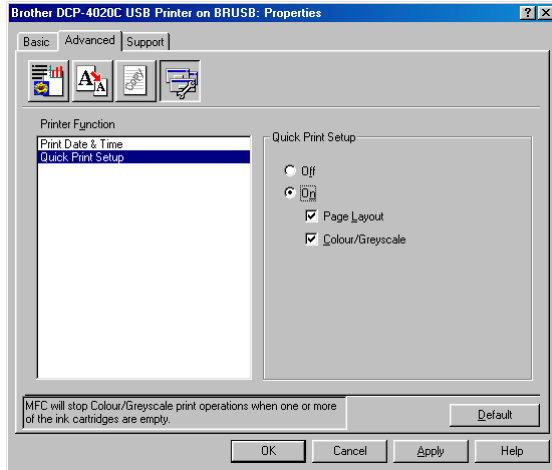


Click the **Setting** button to change the **Date** and **Time** format, and the **Position** and **Font**. To include a background with the **Date** and **Time**, select **Opaque**. When **Opaque** is selected, you can click on the **Colour** button to change the colour of the **Date** and **Time** background.

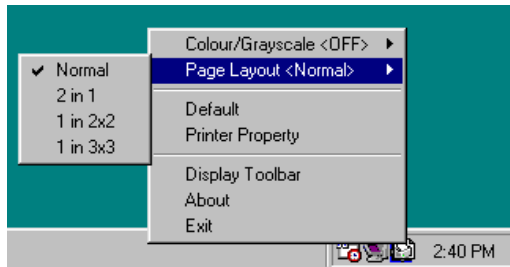


The **Date** and **Time** in the selection box shows the format that will be printed. The actual **Date** and **Time** printed on your document is automatically retrieved from the settings of your computer.

Quick Print Setup



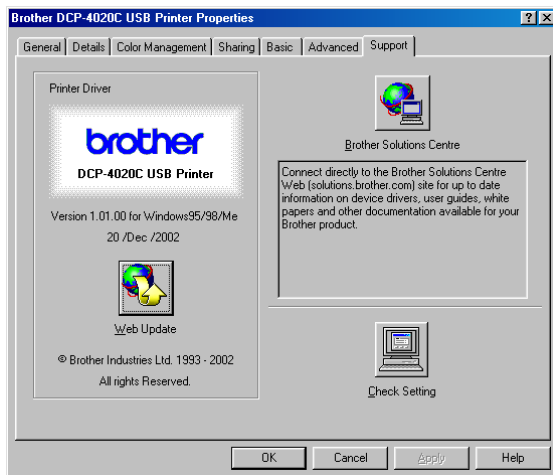
The **Quick Print Setup** feature allows you to quickly select driver settings. To view the settings, simply click your mouse button on the task tray icon. This feature can be set to **ON** or **OFF** from the **Device Options**.



Support tab

The **Support** Tab provides driver version and setting information. In addition there are links to the **Brother Solutions Center** and the Driver Update Web sites.

Click the **Support** tab to display the following screen:



Brother Solutions Center

The **Brother Solutions Center** is a Web site offering information about your Brother product including FAQs (Frequently Asked Questions), User Guides, Driver Updates and Tips for using your machine.

Web Update

Web Update checks the Brother web site for updated drivers, and automatically downloads and updates the printer driver on your computer.

Check Setting

The **Check Setting** selection displays a list of your current driver settings.

9

How to scan using Windows®



The scanning operations and drivers will be different depending on your operating system.

For Windows® 98/98SE/Me and 2000 Professional

The DCP uses a TWAIN Compliant driver for scanning documents from your applications. (See *Scanning a document (For Windows® 98/98SE/Me and 2000 Professional)* on page 9-2 and *TWAIN compliant* on page 9-2.)

For Windows® XP

Use Windows® Imaging Acquisition (WIA) for scanning documents. (See *Scanning a document (For Windows® XP only)* on page 9-11.)



For ScanSoft®, PaperPort® and TextBridge® OCR


(See *Using ScanSoft® PaperPort® and TextBridge® OCR* on page 9-23.)

Scanning a document (For Windows[®] 98/98SE/Me and 2000 Professional)

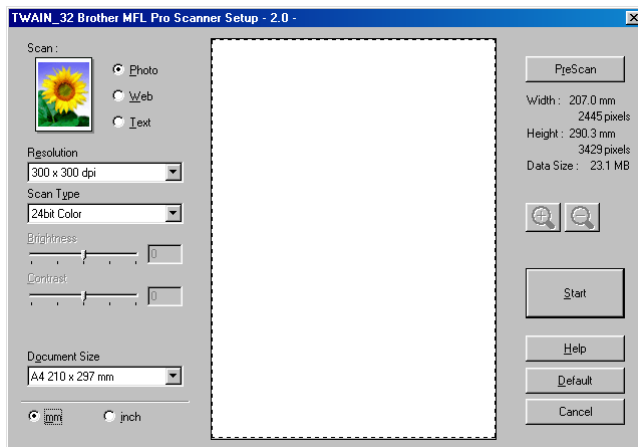
TWAIN compliant

The Brother MFL-Pro Suite includes a TWAIN compliant scanner driver. TWAIN drivers meet the standard universal protocol for communicating between scanners and software applications. This means that not only can you scan images directly into the PaperPort[®] viewer that Brother included with your DCP, but you can also scan images directly into hundreds of other software applications that support TWAIN scanning. These applications include popular programs like Adobe[®] Photoshop[®], Adobe[®] PageMaker[®], CorelDraw[®] and many more.

How to access the Scanner

- 1 Open the software application (ScanSoft® PaperPort®) to scan a document.
-  The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0 SE.
- 2 Select **Scan** from the **File** drop-down menu or select the **Scan** button. The **Scan** pane appears in the left panel.
- 3 Select **TWAIN_32 Brother MFL Pro Scanner** from the **Scanner** drop-down list box.
- 4 Click the **Scan** button.

The **TWAIN_32 Brother MFL Pro Scanner Setup** dialog box will appear:



Scanning a document into the PC

You can scan a whole page

—OR—

scan a portion of the page after pre-scanning the document.

Scanning a whole page

- 1 Place the original face down on the scanner glass.
- 2 Adjust the following settings, if required, in the Scanner window:
 - **Scan (Image Type)**
 - **Resolution**
 - **Scan Type**
 - **Brightness**
 - **Contrast**
 - **Document Size**



After you select a document size, you can adjust the scanning area further by clicking the left mouse button and dragging it. This is required when you want to crop an image when scanning.

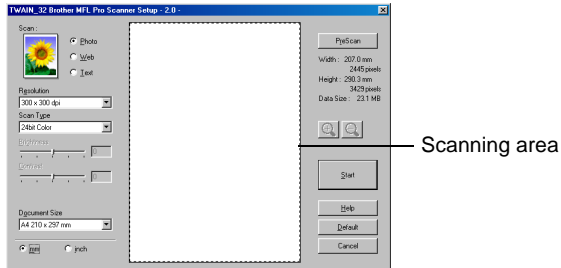
(See *Settings in the Scanner window* on page 9-7.)

- 3 Click the **Start** button in the scanner window. When scanning is completed, click **Cancel** to return to the PaperPort® window.

PreScanning to crop a portion you want to scan

The **Pre-Scan** button is used to preview an image for cropping any unwanted areas from the image. When you are satisfied with the preview, click the **Start** button in the scanner window to scan the image.

- 1 Place the original face down on the scanner glass.



- 2 Select the settings for **Scan (Image Type)**, **Resolution**, **Scan Type**, **Brightness**, **Contrast** and **Document Size**, as needed.
- 3 In the **TWAIN_32 Brother MFL Pro Scanner Setup** dialog box, click the **PreScan** button.
The entire original will be scanned into the PC and will appear in the Scanning Area.

- 4 Select the portion you want to scan by clicking the left mouse button and dragging it.



Scanning area

 If you enlarge the image using  button, you can then use the  button to restore the image to its former size.

- 5 Click **Start**.

This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

- 6 In the PaperPort® window, use the options available to refine the image.

Settings in the Scanner window

Scan (Image Type)

Select the image type of output from **Photo**, **Web** or **Text**.

Resolution and **Scan Type** will be altered for each default setting.

The default settings are:

Image Type		Resolution	Scan Type
Photo	Select for scanning photo images.	<i>300 x 300 dpi</i>	<i>24-bit colour</i>
Web	Select for attaching the scanned image to web pages.	<i>100 x 100 dpi</i>	<i>24-bit colour</i>
Text	Select for scanning text documents.	<i>200 x 200 dpi</i>	<i>Black & White</i>

Resolution

You can change the scanning resolution from the **Resolution** drop down list. Higher resolutions take more memory and transfer time, but can achieve a finer scanned image. The following table shows the resolution you can choose and the available colours.

Resolution	Black & White / Grey (Error Diffusion)	256 colour	True Grey / 24 bit colour
<i>100 x 100 dpi</i>	Yes	Yes	Yes
<i>150 x 150 dpi</i>	Yes	Yes	Yes
<i>200 x 200 dpi</i>	Yes	Yes	Yes
<i>300 x 300 dpi</i>	Yes	Yes	Yes
<i>400 x 400 dpi</i>	Yes	Yes	Yes
<i>600 x 600 dpi</i>	Yes	Yes	Yes
<i>1200 x 1200 dpi</i>	Yes	No	Yes
<i>2400 x 2400 dpi</i>	Yes	No	Yes
<i>4800 x 4800 dpi</i>	Yes	No	Yes
<i>9600 x 9600 dpi</i>	Yes	No	Yes

Scan Type

Black & White: Set the Scan Type to *Black & White* for text or line art.

Grey Scale: Set the Scan Type to *Grey* or *True Grey* for photographic images.

Colours: Set either:
256 Colour, which scans up to 256 colours, or
24-bit colour which scans up to 16.8 million colours.
Although using *24-bit colour* creates an image with the most accurate colours, the image file will be approximately three times larger than a file created with *256 Colour*.

Brightness

Adjust this settings (-50 to 50) to obtain the best image. The default value is 0, representing an 'average'.

You can set the level by dragging the slide bar to the right or left to lighten or darken the image. You can also type a value in the box for the setting.

If the scanned image is too light, set a lower brightness value and scan the document again. If the image is too dark, set a higher brightness value and scan the document again.



It is only available when *Black & White* or *Grey* is selected.

Contrast

This setting is adjustable only when you have selected one of the grey scale settings. It is not available when *Black & White* and *Colour* settings are selected as the *Scan Type*.

You can increase or decrease the contrast level by moving the slide bar to the left or right. An increase emphasizes dark and light areas of the image, while a decrease reveals more detail in grey areas. You can also type a value in the box for the setting.

Document Size

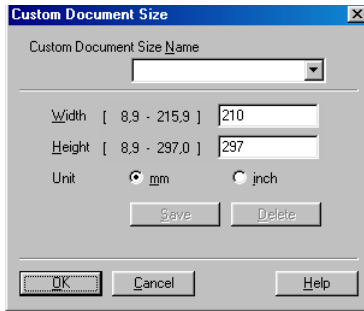
Set the Size to one of the following:

- *Letter (8 1/2 x 11 in.)*
- *A4 (210 x 297 mm)*
- *A5 (148 x 210 mm)*
- *B5 (182 x 257 mm)*
- *Executive (7 1/4 x 10 1/2 in.)*
- *Business Card (90 x 60 mm)*
- *Photo (9 x 13 cm)*
- *Photo (13 x 18 cm)*
- *APS C (10 x 15 cm)*
- *Custom (User adjustable from 8.9 x 8.9 mm to 215.9 x 279 mm)*

To scan photographs or business cards, select the document size, and then place the document face down at the center of scanner glass.

When scanning photographs or other images for use in a word processor or other graphics application. You should try different settings for the contrast and resolution modes to see which best suits your needs.

If you selected *Custom* as the size, The **Custom Document Size** dialog box will appear.

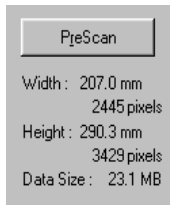


Type the Name, Width and Height for the document.

You can choose 'mm' or 'inch' as the unit for **Width** and **Height**.



You can see the actual paper size you selected on the screen.



- **Width:** shows the width of scanning area
- **Height:** shows the height of scanning area
- **Data Size:** shows the approximate data size calculated in a Bitmap format. The size will be different for other file formats such as JPEG.

Scanning a document (For Windows® XP only)

WIA compliant

Windows® XP uses Windows Image Acquisition (WIA) for scanning images from the DCP. You can scan images directly into the PaperPort® viewer that Brother included with your DCP or you can scan images directly into any other software application that supports WIA or TWAIN scanning.

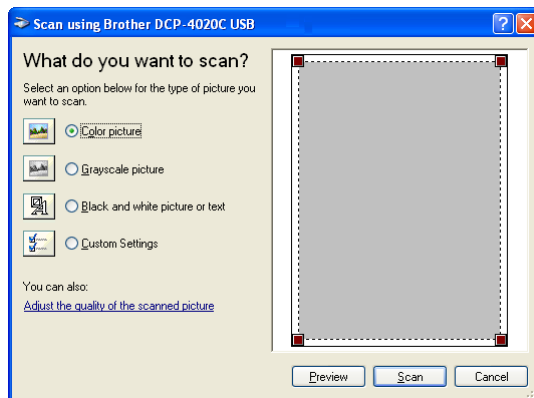
How to access the scanner

- 1 Open your software application to scan a document.



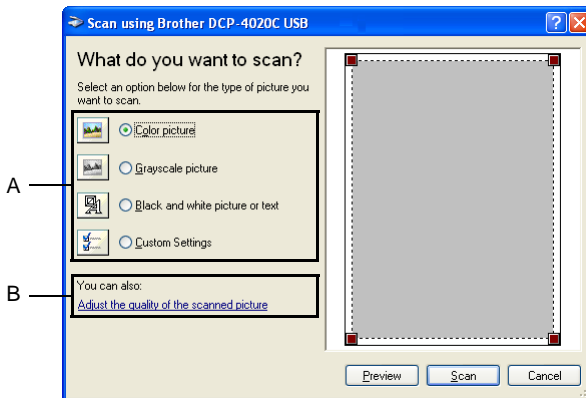
The instructions for scanning in this Guide are for when you use ScanSoft® PaperPort® 8.0. The steps for scanning from another application may vary.

- 2 Select **Scan** from the **File** drop-down menu or select the **Scan** button.
The **Scan** panel appears in the left panel.
- 3 Select your DCP model from the **Scanner** drop-down list box.
The Scan dialog box will appear:

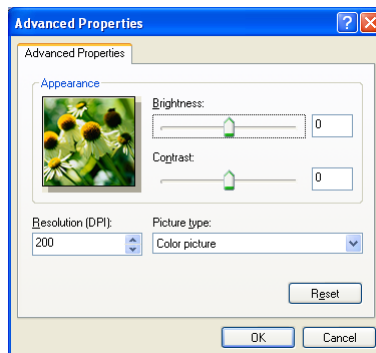



Scanning a document

- 1 Place the original face down on the scanner glass.



- 2 Select the picture type (A).
- 3 If you require advanced settings, click **Adjust the quality of the scanned picture** (B). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties**. Click the **OK** button after you choose your settings.



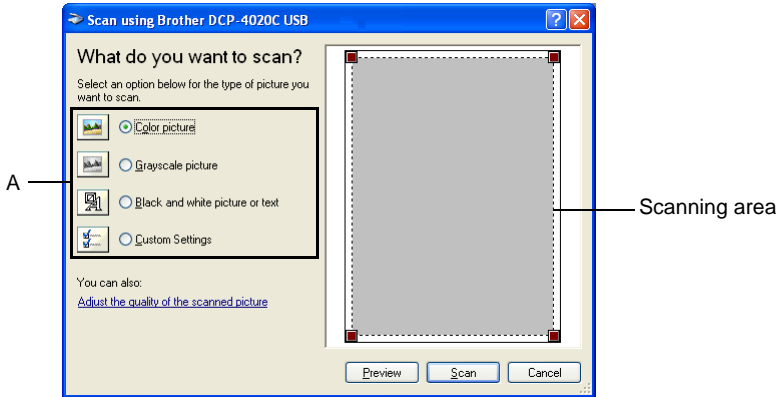
 The scanner resolution you can select is up to 1200 x 1200 dpi. To select higher scan resolutions you can use the Brother Scanner Utility. (See *Brother Scanner Utility* on page 9-15.)

- 4 To start scanning your document, click the **Scan** button in the Scan dialog box.

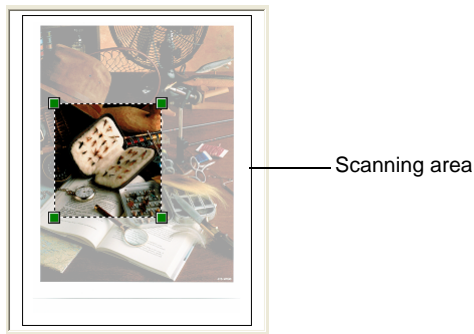
PreScanning to crop a portion you want to scan

The **Preview** button is used to preview an image for cropping any unwanted portions from the image. When you are satisfied with the preview, click the **Scan** button from the scanner window to scan the image.

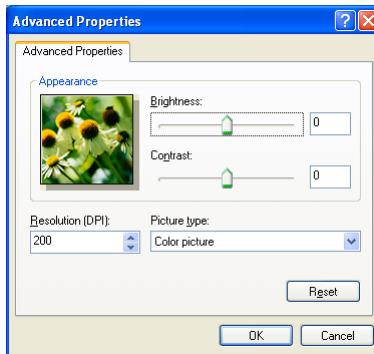
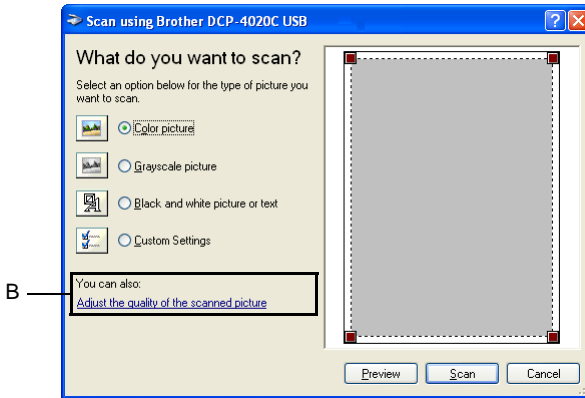
- 1 Place the original face down on the scanner glass.



- 2 Select the picture type (A).
- 3 In the Scan dialog box, click the **Preview** button. The entire original will be scanned into the PC and will appear in the scanning area.
- 4 Select the portion you want to scan by clicking the left mouse on the boxes in the corner and dragging it over the area.



- 5 If you require advanced settings, click **Adjust the quality of the scanned picture** (B). You can select **Brightness**, **Contrast**, **Resolution** and **Picture Type** from the **Advanced Properties** tab. Click the **OK** button after you choose your settings.



- 6 To start scanning your document, click the **Scan** button in the Scan dialog box.
This time only the selected area of the original will appear in the PaperPort® window (or your software application window).

Brother Scanner Utility

The Brother Scanner Utility is used for configuring the scanner driver for resolutions higher than 1200dpi.

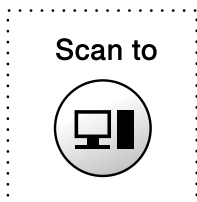
To run the utility:


You can run the utility by selecting the **Scanner Utility** located in the **Start/Programs/Brother/Brother MFL-Pro Suite** menu.

If you scan the original at a resolution of greater than 1200dpi, the file size maybe very large. Please make sure that you have sufficient memory and hard disk space for the size of the file you are trying to scan. If the memory & hard disk is not sufficient then your computer may freeze and you could lose your file.

Using the scan key

You can use the **Scan to** key on the control panel to scan originals into your word processing, graphics or E-mail applications or your computer folder. The advantage of using the **Scan to** key is that you avoid the mouse clicks required to scan from your computer.



 If you are using a Macintosh[®] computer the **Scan to** key will work only for Scan to Card.

 **For Scan to E-mail, Scan to Image, Scan to OCR and Scan to File only**

Before you can use the **Scan to** key on the control panel, you must have connected the DCP to your Windows[®] based computer and loaded the appropriate Brother Drivers for your version of Windows[®].

When you are ready to use the **Scan to** key, make sure the Brother Control Center application is running on your computer. For details about how to configure the Brother Control Center buttons to launch the application of your choice using the **Scan to** key, go to the appropriate chapter:

- For Windows[®] 98/98SE/Me and 2000 Professional, see *Using the Brother Control Center for Windows[®] 98/98SE/Me/2000 Professional* on page 10-1.
- For Windows[®] XP, see *Using the Windows[®] Based Brother SmartUI Control Center* on page 11-1.

Scan to E-mail

You can either scan a black and white or colour original into your E-mail application as a file attachment. You can change the **Scan to** key configuration. (See *Scan to E-mail* on page 10-7 to 10-9.) (For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 11-6 to 11-14.)

1 Place the original face down on the scanner glass.

2 Press the **Scan to** key.

3 Press  to select SCAN TO E-MAIL.

Press **Menu/Set**.

The DCP will scan the original, create a file attachment, and launch your E-mail application, displaying the new message waiting to be addressed.

Scan Image

You can scan a colour picture into your graphics application for viewing and editing. You can change the **Scan to** key configuration. (See *Scan to Image* on page 10-13 to 10-14.) (For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 11-6 to 11-14.)

1 Place the original face down on the scanner glass.

2 Press the **Scan to** key.


3 Press  to select SCAN TO IMAGE.

Press **Menu/Set**.

The DCP will start the scanning process.


Scan/OCR

If your original is text, you can have it converted by ScanSoft® TextBridge® to an editable text file and then have the result displayed in your word processing application for viewing and editing. You can change the **Scan to** key configuration. (See *Scan to OCR (Word Processor)* on page 10-10 to 10-12.) (For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 11-6 to 11-14.)

- 1 Place the original face down on the scanner glass.
- 2 Press the **Scan to** key.
- 3 Press  to select SCAN TO OCR.
Press **Menu/Set**.
The DCP will start the scanning process.

Scan to File

You can scan a black and white or a colour original into your computer and save it as a file in the folder you choose. The file type and specific folder are based on the settings you have chosen in the Scan to File screen of the Brother MFL-Pro Control Center. (See *Scan to File* on page 10-5.) (For Windows® XP: See *Hardware Section: Changing the Scan to Button Configuration* on page 11-6 to 11-14.)

- 1 Place the original face down on the scanner glass.
- 2 Press the **Scan to** key.
- 3 Press  to select SCAN TO FILE.
Press **Menu/Set**.
The DCP will start the scanning process.





Scan to Card




You can scan black and white and colour originals into a media card. Black and white originals will be stored in TIFF file format (*.TIF). Colour originals may be stored in PDF (*.PDF) or JPEG (*.JPG) file format. The default setting is COLOUR STD and the default file format is PDF. File names default to the current date. For example, the fifth image scanned on July 1, 2002 would be named 07010205.PDF. You can change the colour, quality and file name as you want.

Quality	Selectable File Format	Default File Format
B/W STD (STANDARD)	TIFF	TIFF
B/W FINE	TIFF	TIFF
COLOUR STD (STANDARD)	JPEG / PDF	PDF*
COLOUR FINE	JPEG / PDF	PDF*
COLOUR S.FINE	JPEG / PDF	PDF*




You can choose the default file format in the **Menu/Set, 3, 6** for colour files. (See *Changing the default colour file format* on page 9-20.)

- 1 Insert a SmartMedia[®], CompactFlash[®] or Memory Stick[®] card into your DCP.
-  Do not take out the media card while the LED on the DCP is blinking to keep from damaging it.
- 2 Place the original face down on the scanner glass.
- 3 Press **Scan to**.
- 4 Press  to select SCAN TO CARD.
Press **Menu/Set**.
- 5 Press  to select START SCANNING.
Press **Menu/Set**. The DCP will start scanning.
—OR—
Press  to select CHANGE QUALITY to change the quality.
Press **Menu/Set**. Go to Step 6.
—OR—
Select CHANGE FILE NAME to change the file name.
Press **Menu/Set**. Go to Step 7.

- 6** Press  to select the quality you want.
 Press **Menu/Set**.
 If you selected COLOUR STD, COLOUR FINE or COLOUR S.FINE, press  to select the file format (PDF or JPEG).
 Press **Menu/Set**.
 —OR—
 To start scanning, press  to select START SCANNING.
 Press **Menu/Set**.
 —OR—

To change the file name, go to Step 7.

- 7** If you selected CHANGE FILE NAME, press **1** to select 1.CHANGE.
 Use the numeric keys to enter the file name. (See *Entering text* on page 9-21.)
 Press **Menu/Set**. (You can only change the first 4 digits.)
 Press  to select START SCANNING.
 Press **Menu/Set**.



When the DCP has finished scanning the page, the LCD shows:

NEXT PAGE?
 1.YES 2.NO


To scan more than one page, press **1** and place the next page to be scanned. Then press **Menu/Set**, the LCD shows:

SET NEXT PAGE
 THEN PRESS SET

—OR—

Press **2** to exit.

Changing the default colour file format

- 1** Press **Menu/Set**, **3**, **6**.
2 Press  to select PDF or JPEG.
 Press **Menu/Set**.
3 Press **Stop/Exit**.

PHOTOCAPTURE
 6.SCAN TO CARD

Entering text

Most number keys have three or four letters printed below them. The keys for **0**, **#** and ***** do not have printed letters because they are used for special characters.


By pressing the appropriate number key repeatedly, you can access the character you want.

Press Key	one time	two times	three times	four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z


Inserting spaces

To enter a space, press  twice between characters.


Making corrections

If you entered a letter incorrectly and want to change it, press  to move the cursor after the last correct letter. Then press **Stop/Exit**. All the letters above and to the right of the cursor will be deleted. Re-enter the correct characters. You can also back up and type over incorrect letters.

Repeating letters

If you need to enter a character that is on the same key as the previous character, press  to move the cursor to the right.

Special characters and symbols

Press *****, **#** or **0**, and then press  to move the cursor under the special character or symbol you want. Then press **Menu/Set** to select it.

Press *	for	(space) ! " # \$ % & ' () * + , - . / €
Press #	for	: ; < = > ? @ [] ^ _
Press 0	for	Ä Ë Ö Ü À Ç È É 0

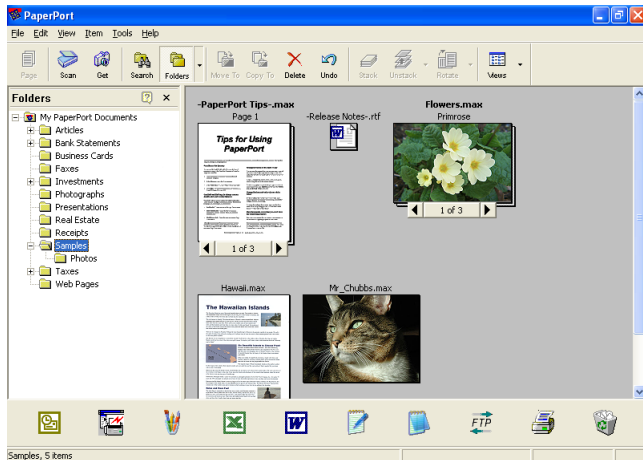
Using ScanSoft® PaperPort® and TextBridge® OCR

ScanSoft® PaperPort® for Brother is a document management application. You will use PaperPort® to view scanned documents.

PaperPort® has a sophisticated, yet easy-to-use, filing system that will help you organize your graphics and text documents. It allows you to combine or “stack” documents of different formats for printing or filing.

ScanSoft® PaperPort® can be accessed through the ScanSoft® PaperPort® program group.

See Documentation for MFL-Pro Suite on the CD-ROM.



The complete ScanSoft® PaperPort® Users Guide, including ScanSoft® TextBridge® OCR, is in the Documentation on the CD-ROM.

This chapter is only an introduction to the basic operations.

When you install MFL-Pro Suite, ScanSoft® PaperPort® for Brother and ScanSoft® TextBridge® OCR are installed with it automatically.

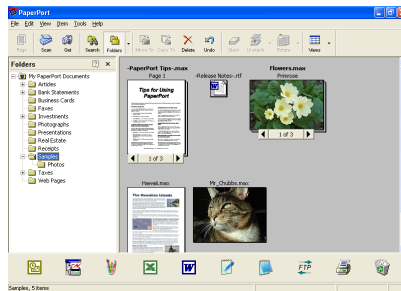
Viewing items

ScanSoft® PaperPort® provides several ways to view items:

Desktop View displays a thumbnail (a small graphic that represents each item in a Desktop or folder).

Items in the selected folder appear on the PaperPort® Desktop. You can see PaperPort® items (MAX files) and non-PaperPort® items (files created using other applications).

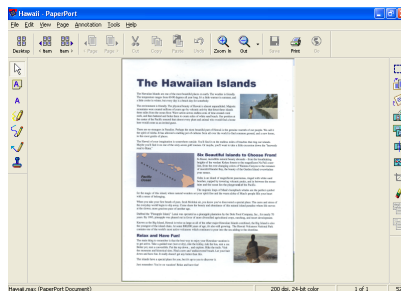
Non-PaperPort® items include an icon that indicates the application that was used to create the item; a non-PaperPort® item is represented by a small rectangular thumbnail and not an actual image.



Desktop View displays items as thumbnails

Page View displays a close-up of a single page and you can open a PaperPort® item by double-clicking on it.

As long as you have the appropriate application on your computer to display it, you can also double-click a non-PaperPort® item to open it.



Page View displays each item as a full page

Organizing your items in folders

PaperPort® has an easy-to-use filing system for organizing your items. The filing system consists of folders and items that you select to view in **Desktop View**. An item can be a PaperPort® item or a non-PaperPort® item:

- Folders are arranged in a “tree” structure in the Folder View. You use this section to select folders and view their items in Desktop View.
- You can simply drag and drop an item onto a folder. When the folder is highlighted, release the mouse button and the item is stored in that folder.
- Folders can be “nested”—that is, stored in other folders.
- When you double-click a folder, its items (both PaperPort® MAX files and non PaperPort® files) appear on the Desktop.
- **You can also use Windows® Explorer to manage the folders and items shown in Desktop View.**

Quick links to other applications

ScanSoft® PaperPort® automatically recognizes many other applications on your computer and creates a “working link” to them. The Send To Bar at the bottom of the Desktop view shows icons of those linked applications.

To use a link, drag an item onto one of the icons to start the application represented by the icon.

This sample Send To Bar shows several applications with links to PaperPort®.



If PaperPort® does not automatically recognize one of the applications on your computer, you can manually create a link using the **Add to Send To Bar...** command.

(See PaperPort® in the Documentation on the CD-ROM for more information about creating new links.)

ScanSoft® TextBridge® OCR lets you convert image text in to text you can edit

Software by:



ScanSoft® TextBridge® OCR is installed automatically with PaperPort® when you install MFL-Pro Suite on your computer.

ScanSoft® PaperPort® can quickly convert the text on a ScanSoft® PaperPort® item (which is really just a picture of the text) into text that you can edit with a word processing application.

PaperPort® uses the optical character recognition application ScanSoft® TextBridge®, which comes with PaperPort®.

—OR—

PaperPort® uses your application if it is already on your computer. You can convert the entire item, or by using the **Copy Text** command, you can select only a portion of the text to convert.

Dragging an item onto a word-processing link icon starts PaperPort®'s built-in OCR application, or you can use your own OCR application.



You can Import items from other applications

In addition to scanning items, you can bring items into PaperPort® in a variety of ways and convert them to PaperPort® (MAX) files in several different ways:

- Print to the Desktop View from another application, such as Microsoft Excel.
- Import files saved in other file formats, such as Windows® Bitmap (BMP) or Tag Image File Format (TIFF).

You can Export items in other formats

You can export or save PaperPort® items in several popular file formats, such as BMP, JPEG, TIFF, or self-viewing.

For example, to create a file for an Internet Web site, export it as a JPEG file. Web pages often use JPEG files for displaying images.

Exporting an image file

- 1 Select the Save As command from the File pull-down menu in the PaperPort® window. The Save 'XXXXX' As dialog box will be displayed.
- 2 Select the drive and directory where you want to store the file.
- 3 Enter the new file name and choose the file type or select a name from the File Name text box. (You can scroll through the Directories and File Name listing for prompting.)
- 4 Select the OK button to save your file, or Cancel to return to the PaperPort® without saving it.



To Uninstall PaperPort® and ScanSoft® TextBridge®

For Windows® 98/98SE, and Windows® Me:

Select **Start, Settings, Control Panel, Add/Remove Programs** and the **Install/Uninstall** tab.

Select **Brother Extensions for Paperport** and click the **Add/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Add/Remove** button.

For Windows® 2000 Professional:

Select **Start, Settings, Control Panel** and **Add/Remove Programs**.

Select **Brother Extensions for Paperport** and click the **Change/Remove** button.

Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

For Windows® XP:

Select **Start, Control Panel, Add or Remove Programs** and the **Change or Remove Programs** icon.


Select **PaperPort® 8.0 SE** from the list and click the **Change** button.

10 Using the Brother Control Center for Windows[®] 98/98SE/Me/2000 Professional



- If you are using Windows[®] 2000 Professional, we recommend that you are logged on as an administrator.

Brother MFL-Pro Control Center


The Brother Control Center is a software utility that pops up on the PC screen whenever you click the Control Center  icon in the Task Tray and select **Show**. This lets you configure the **Scan to** key on your DCP. For example, you can change the default scanning settings, such as resolution, colour mode and application.

- For information about the **Scan to** key, See *Using the scan key* on page 9-16.





AutoLoad the Brother Control Center

The Control Center is loaded every time Windows® is started.



When the Control Center is loaded, the Control Center  icon will appear on the task bar.

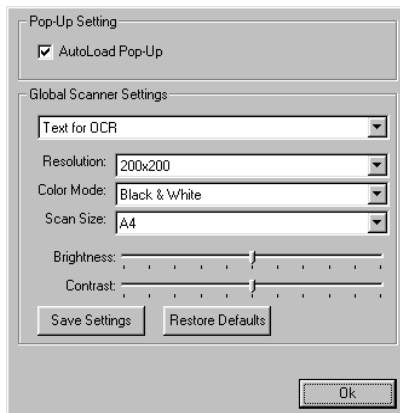
If you don't want the Control Center to load automatically, you can turn off AutoLoad.

 If the Control Center  icon does not appear on your task bar, you will have to launch it.

Double-click the SmartUI  icon on the desktop or from the **Start** menu, select **Programs, ScanSoft® PaperPort® 8.0**, and then click **Brother SmartUI POPUP**.

How to turn off AutoLoad

- 1 Click the Control Center  icon and click **Show**.
- 2 When the Control Center window appears, left-click the **Configuration**  **Control Center** button.
A dialogue box will appear:



- 3 Uncheck the **'AutoLoad' Pop-Up** check box.



Brother Control Center features

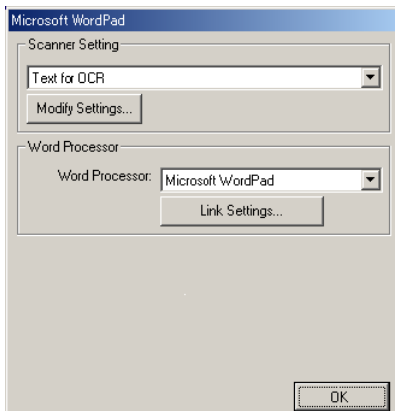
Auto Configuration

During installation the Control Center will check your system to set up the default applications for E-mail, word processing and the graphics viewer/editor.

For example, if you are using Outlook as your default E-mail application, the Control Center will create a link and a scanning application button for Outlook.

You can change the default application. Right-click the appropriate Control Center button to display *Configuration* and then click on it. Select a different application.

For example, you can change a scan button from MS Word Pad  to MS Word  by changing the application that is listed for the Word Processor.



Scan to key operations

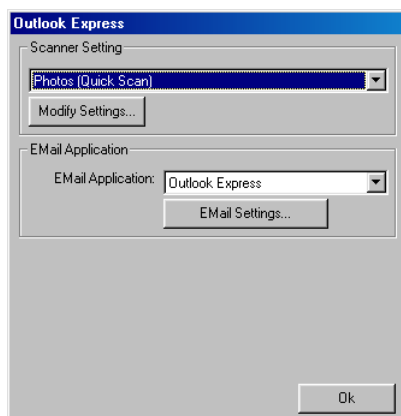
Scan to File—Lets you to scan directly to a file on your computer. You can change the file type and directory for the document you are scanning.

Scan to E-mail—Lets you scan a picture or text document directly into an E-mail application as a standard attachment. You can choose the file type and resolution for the attachment.


Scan/OCR (Word Processor)—Lets you to scan a text document, run ScanSoft® TextBridge® OCR, and insert the text original (not a graphic image) into a word processing file. You can choose the word processing application, such as Word Pad, MS Word, Word Perfect, and so on.

Scan Image—Lets you to scan an image directly into any graphic viewer/editor application. You can choose the graphics application, such as Microsoft Paint or Corel PhotoPaint.

Scan to File



To access Scan to File Configuration screen

- 1 In the Task Tray click the Control Center  icon and select **Show** to access the Brother Control Center window.
- 2 Right-click **Scan to File** button and then click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click the **OK** button.
—OR—
To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)* or *Custom*.

To change any of the settings for the mode, click **Modify Settings**.

Destination folder

PaperPort® Folder—Select this check box to scan the original into your PaperPort® folder.

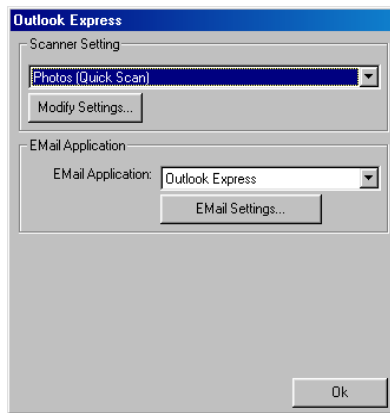
Other Folder—Select this check box, to scan the original as another file type or to store it in another directory/folder.

File—If you selected Other folder from the pull-down list, select the type of file:


- PaperPort® Image Item (*.max)*
- PaperPort® Self-Viewing (*.exe)*
- PaperPort® Browser-Viewable (*.htm)*
- PaperPort® 5.0 Image Item (*.max)*
- PaperPort® 4.0 Image Item (*.max)*
- PaperPort® 3.0 Image Item (*.max)*
- Windows Bitmap (*.bmp)*
- PC Paintbrush (*.pcx)*
- PCX Multi-page (*.dcx)*
- JPEG (*.jpg)*
- TIFF-Uncompressed (*.tif)*
- TIFF-Group 4 (*.tif)*
- TIFF-Class F (*.tif)*
- TIFF Multi-page - Uncompressed (*.tif)*
- TIFF Multi-page - Group 4 (*.tif)*
- TIFF Multi-page - Class F (*.tif)*
- Portable Network Graphics (*.png)*
- FlashPix (*.fpx)*

To Search your system for the directory and folder you want, click the **Browse** button. Click **OK** to save your settings.

Scan to E-mail



To access Scan to E-mail Configuration screen

- 1 In the Task Tray click the Control Center  icon and select **Show** to access the Brother Control Center window.
- 2 Right-click the E-mail application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click the **OK** button.
—OR—
To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

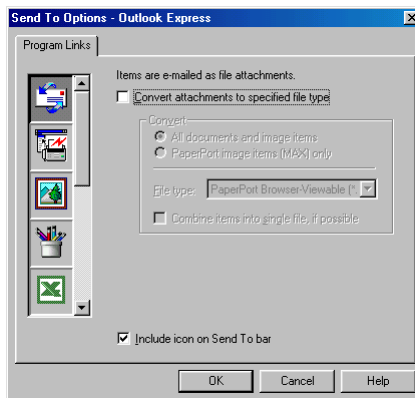
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)* or *Custom*.

To change any of the settings for this mode, click **Modify Settings**.

E-mail application

E-mail Application—From the pull-down list, select your E-mail application.

E-mail Settings—Click the **E-Mail Settings** button to set up links. The **Send To Options** window will appear:



Send to Options

Convert attachments to specified file type—Converts items to the type in the **File Type** box. Clear this check box to keep files in their source format; for example, to keep Word documents in the .doc format and JPEG images in the .jpg format.

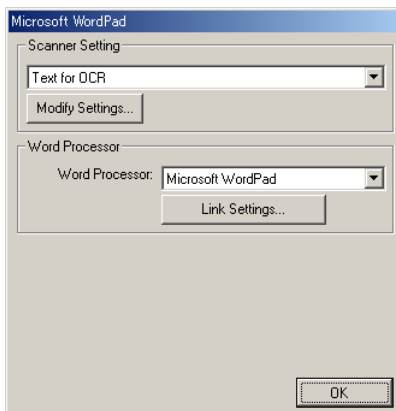
All documents and image items—Converts all items regardless of the program in which the item was created; for example, converts all Word (doc) files and JPEG (.jpg) files to the file type.

PaperPort® image items (max) only—Converts only PaperPort® image items (.max) files. PaperPort® does not convert other file types, such as JPEG images and Word documents.


File type—Identifies the format in which to convert items; for example, JPEG or TIFF.

Combine items into a single file, if possible—Not available for your DCP.

Scan to OCR (Word Processor)



To access Scan to OCR Configuration screen

- 1 In the Task Tray click the Control Center  icon and select **Show** to access the Brother Control Center window.
- 2 Right-click the word processor application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click the **OK** button.
—OR—
To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

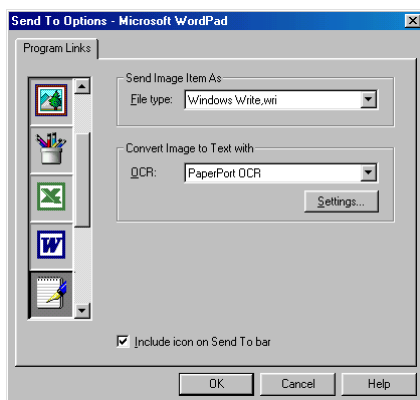
From the pull-down list, select the scanning mode that is appropriate for the type of file: *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)* or *Custom*.

To change any of the settings for this mode, click **Modify Settings**.

Word Processor

Word Processor—From the pull-down list, select the word processor you want to use.

Click the **Link Settings** button to display the screen to set up the document format you want to use and identify the OCR program:

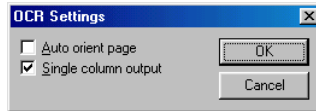


File Type—From the pull-down list, select the file type you want to use for your word processor or text documents.

OCR—Identify the OCR program to use to convert scanned document images to editable documents. This option is available only when you have an OCR program other than the one provided with PaperPort®. (PaperPort® 8.0 uses the same OCR engine that is in ScanSoft®'s TextBridge® Pro Millennium product.)

Click the **Settings** button to choose how the OCR application will read the pages that you scan into your word processor application.

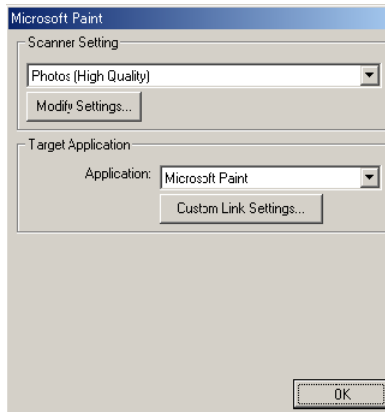
The **OCR Settings** window will appear:




Select your setting and click **OK**.

- **Auto orient page**—Click this check box to automatically rotate pages so that the text is upright.
- **Single column output**—Click this check box if you want to remove columns from multi-column documents so that converted text appears in a one-column format.

Scan to Image



To access Scan to Image Configuration screen

- 1 In the Task Tray click the Control Center  icon and select **Show** to access the Brother Control Center window.
- 2 Right-click the graphic application button and click on *Configuration*. Click the **Modify Settings** button to view the configuration screen of the **Control Center**.
- 3 To save your settings, click the **OK** button.
—OR—
To go back to the factory default settings, click the **Restore Defaults** button.

Scanner settings

From the pull-down list, select the scanning mode that is appropriate for the type of file: *Text for OCR*; *Photos*; *Photos (High Quality)*; *Photos (Quick Scan)* or *Custom*.

To change any of the settings for this mode, click **Modify Settings**.

Target Application

Application—From the pull-down list, select the application you want to add to this Pop-Up screen.

Click the **Custom Link Settings** button to set up links for your user-defined application.

11

Using the Windows[®] Based Brother SmartUI Control Center

(For Windows[®] XP)

Brother SmartUI Control Center

The Brother Control Center is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the Control Center eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on your computer. The Brother Control Center provides four categories of operations:

1. Scan directly to a file, E-mail, word processor or graphics application of your choice.
2. Enhanced copy functions.
3. Custom buttons allow you to configure a button to meet you own application requirements.




For information about the Scan to key, see *Using the scan key* on page 9-16.




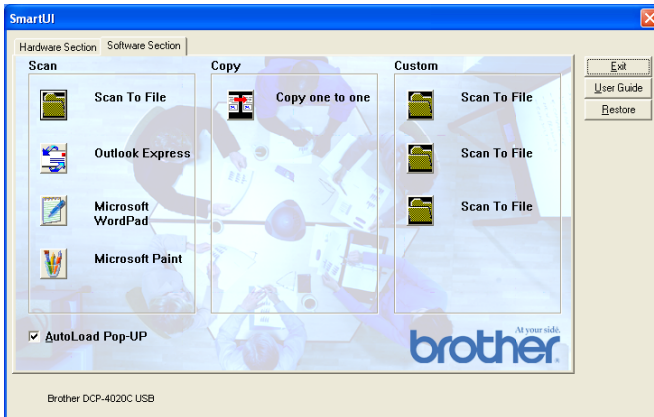
In the Task Tray right-click on the Control Center  icon and select **Show** to have access to the Brother SmartUI Control Center window.

AutoLoad the Brother Control Center

The Control Center is initially configured to automatically load each time Windows® is started. When the Control Center is loaded the Control Center  icon will appear in the task bar. If you don't want the Control Center to load automatically, you can turn AutoLoad off.

How to turn off Auto Load

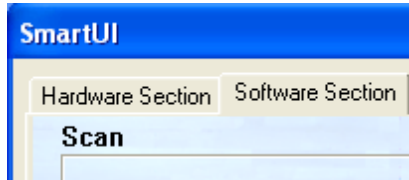
- 1 Click the Control Center  icon in the Task Tray and select **Show**.
- 2 The main SmartUI Control Center window appears. Please look at the bottom of the window for a check box labeled “AutoLoad Pop-up”.



- 3 Uncheck the AutoLoad Pop-Up option to prevent the SmartUI from automatically loading every time Windows is started.

Brother Control Center features

The SmartUI control center gives you the ability to configure the hardware **Scan to** key on your DCP such as “Scan to File”. The “Scan to File” feature allows you to scan a document directly to your hard disk and choose the file format and destination folder without having to run any other applications. Select which section you want by clicking on the appropriate tab.

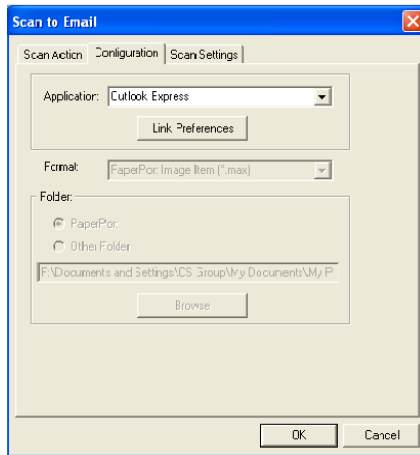


Auto Configuration

During the installation process the Control Center checks your system to determine the default applications for E-mail, word processing and graphics viewer/editor.

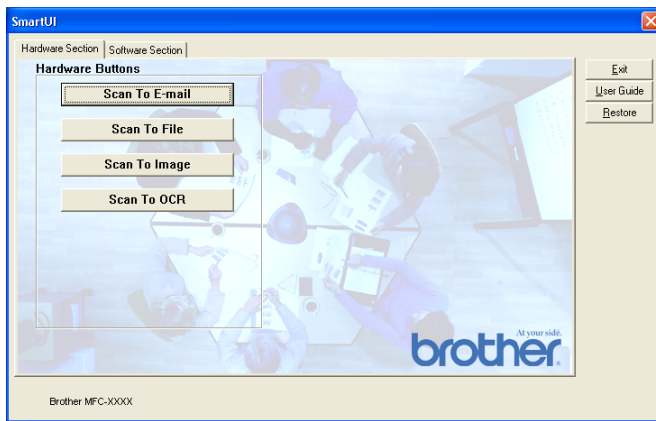
For example, if you are using Outlook as your default E-mail application, the Control Center automatically will create a link and a scanning application button for Outlook.

You can change the default application by right-clicking on any of the scan buttons in the Control Center and then clicking *Configuration*. Select the Configuration tab and from the Application pull down menu select a different application. For example, you can change the E-mail scan button from Outlook Express to Outlook by changing the application that is listed.



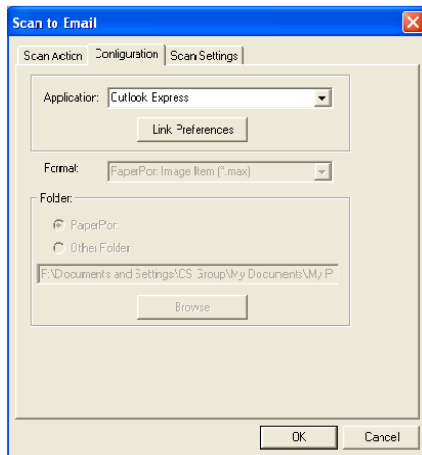
Hardware Section: Changing the Scan to Button Configuration

When the SmartUI Control Center is displayed, you can access the Hardware Section window to reconfigure the **Scan to** key on your DCP. Click the Hardware Section tab at the top left of the SmartUI Control Center screen. (See *Using the scan key* on page 9-16.)



Scan To E-mail

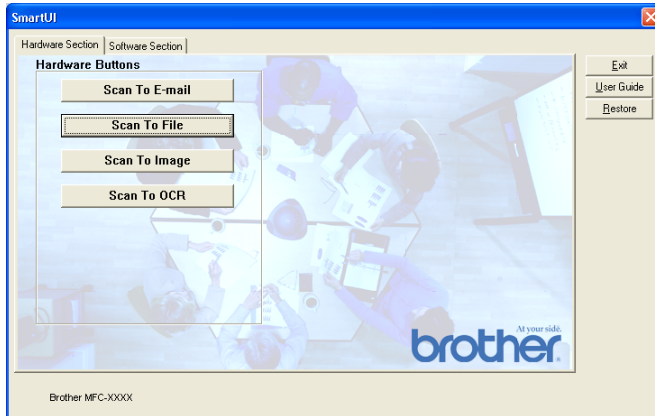
To configure the Scan to E-mail feature left-click on the **Scan to E-mail** button and the following screen will appear. You have the ability to change the configuration that includes the destination E-mail application, attachment file and the scanner settings.



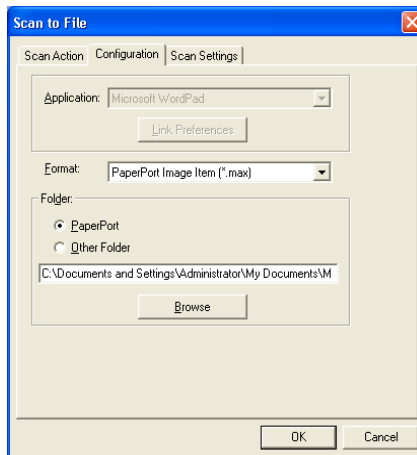
To change the destination E-mail application you use the Application pull down list to select the compatible E-mail application, which is installed on your system.

If you wish to change the attachment file type click on the **Link Preferences** button to display a list of file types.

Scan To File

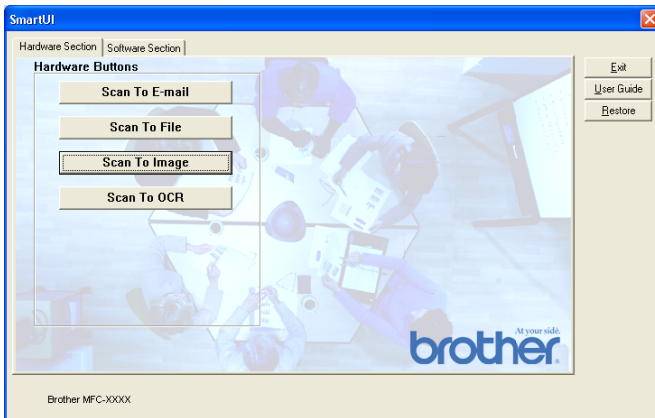


To configure the Scan to File feature, left click on the **Scan to File** button and the following screen will appear.

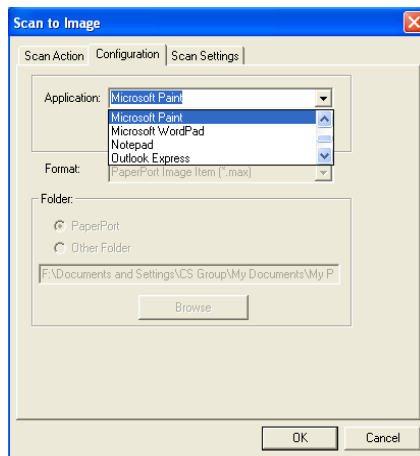


Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by clicking the Browse button.

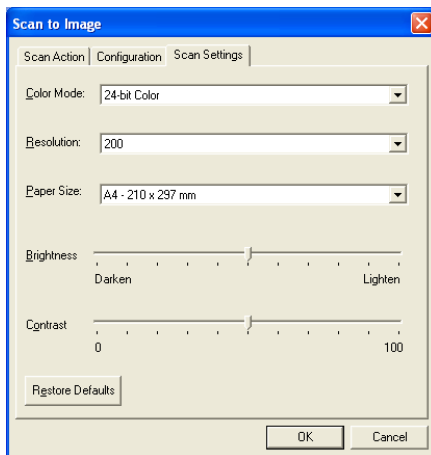
Scan To Image



To configure the Scan to Image feature left-click on the **Scan to Image** button and the following screen will appear. You have the ability to change the configuration, which includes the destination image format or document application.



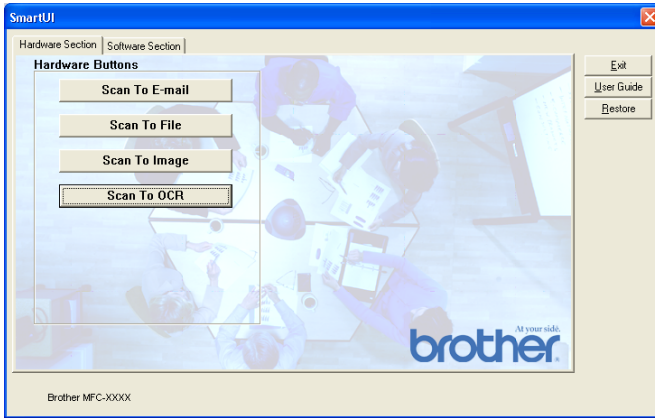
To change the default setting of the scan, click on the **Scan Settings** tab.



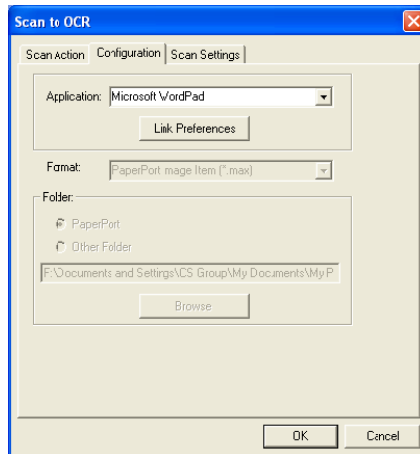
You can set the Colour Mode to Black & White, 8-bit Grey or 24-bit Colour.

The resolution can be changed from 100 to 1200 dpi. You can define the size of the paper you're using, and you can adjust the brightness and contrast of the image before scanning.

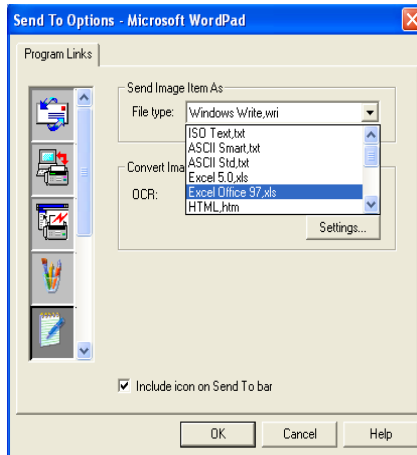
Scan To OCR



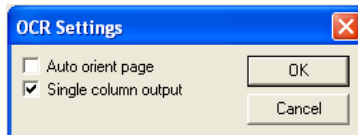
To configure the Scan to OCR feature left-click on the **Scan to OCR** button and the following screen will appear. You have the ability to change the configuration, which includes the destination applications.



If you wish to send your scan as a different file type, click on Link preferences button. You can select the File Type according to your needs.

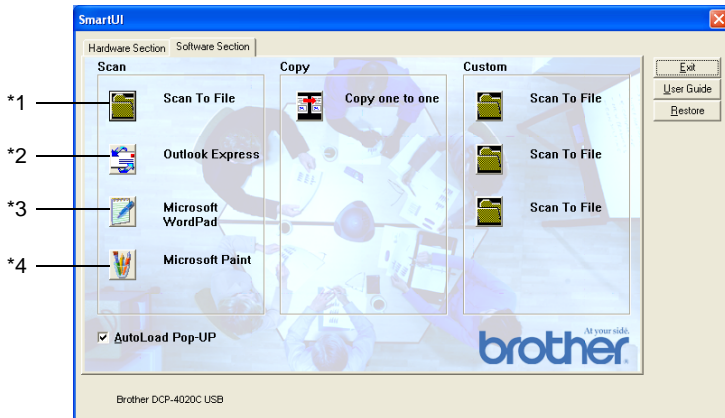


You have the option to choose your OCR setting from **Single column output** to **Auto orient page**.



Software Section

The Software Section contains three groups of scan to buttons. Each section has a number of different buttons which are predefined for the most frequently used applications. The **Scan** section contains four buttons for Scan to File, Scan to E-mail, Scan to Word Processor and Scan to Image applications. The **Copy** section contains one button for one to one copying. The **Custom** section contains three buttons with which you can assign your own function.



Scan

*1 *Scan to File* —enables you to scan directly to a disk file. You can change the file type and destination directory, as needed.

*2 *Scan to E-mail (Default: Outlook Express)* —enables you to scan a page or document directly into an E-mail application as a standard attachment. You have the option of selecting the file type and resolution for the attachment.

*3 *Scan to Word Processor (Default: MS WordPad)* —enables you to scan a page or document, automatically run ScanSoft® TextBridge® OCR and insert the text (not graphic image) into a word processing program. You have the option of selecting the destination word processing program, such as WordPad, MS Word, Word Perfect or whichever word processing program is installed on your computer.

*4 *Scan to Graphic Application (Default: MS Paint)* —enables you to scan a page directly into any graphic viewer/editor application. You can select the destination application, such as MS Paint, Corel PhotoPaint, Adobe PhotoShop, or any kind of image editor application you already have installed on your computer.

Copy

Copy (Copy one to one)—allows you to use the PC and any Windows® printer driver for enhanced copy operations. You can scan the page on the DCP and print the copies using any of the features of the DCP printer driver—**OR**—you can direct the copy output to any standard Windows® printer driver installed on the PC including network printers.

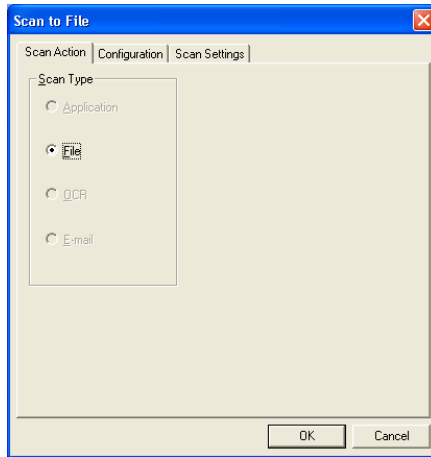
Custom

Scan to File—These buttons have been pre-programmed for the Scan to File feature. You can change the configuration of each of these buttons to meet your specific requirements by right-clicking on a button and following the configuration menus.

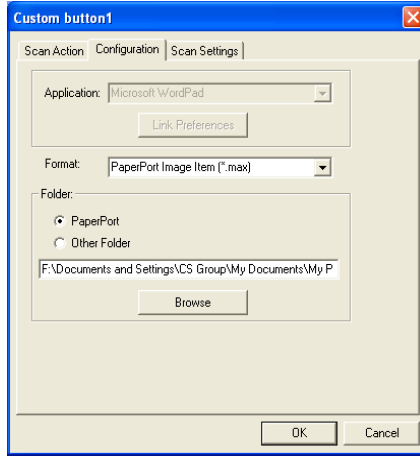
Scan to File

The Scan to File button allows you to scan an image and save it in a specific file type to any directory on your hard disk. This allows you to easily archive your paper documents. To configure the file type and save to directory right-click on the Scan to File button and click Configuration.

The Scan Action tab is set to File and should not be changed.



To change the configuration click on the Configuration tab.



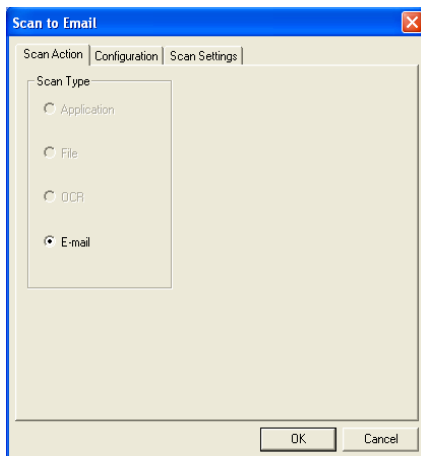
Select the file type for the saved image by selecting from the Format pull down list. You can save the file to the default PaperPort® folder so the file appears in PaperPort® or you can select another folder/directory by click the Browse button.

You can change the default setting by selecting the Other Folder button and then clicking Browse and selecting the folder in which you wish to save your files.

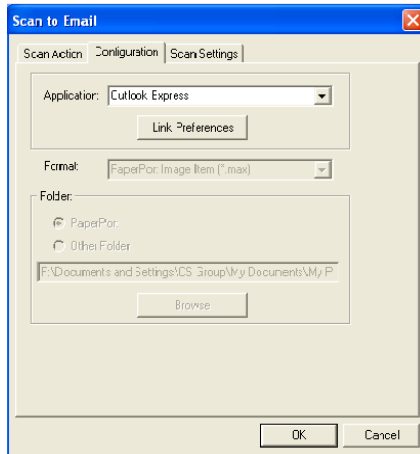
Scan to E-mail

The Scan To E-mail is automatically configured to your default E-mail application. To change the default E-mail application or attachment file type right-click on the E-mail button and select “Configuration”.

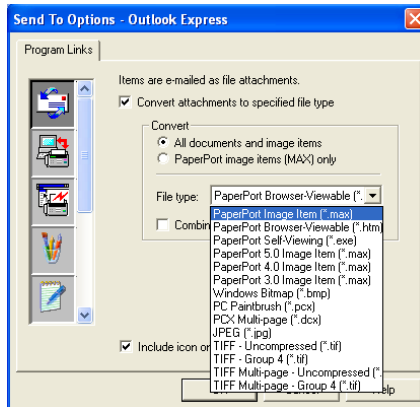
The Scan Action tab is set to E-mail and should not be changed.



To change the E-mail application click on the Configuration tab. From Application pull down list select your preferred E-mail application.



To change the file type of the attachment click the **Link Preferences** button to set up links. Check the **Convert attachments to specified file type** box and then select the appropriate file type from the pull down list.



File attachments

Items are mailed as file attachments using the file type you have selected.

Convert attachments to specified file type—Click this check box if you want to change the file type of attachments.

All documents and image items—Click this check box if you want to convert all scanned images to the same file type.

PaperPort® image items (MAX) only—Click this check box if you want to convert only attachments that are PaperPort® MAX files.

Combine items into single file, if possible—Not available for your DCP.

File Type—Select from the pull-down list the type of file you want the scanned images to be saved in.

PaperPort® Image Item (*.max)

PaperPort® Browser-Viewable (*.htm)

PaperPort® Self Viewing (*.exe)

PaperPort® 5.0 Image Item (*.max)

PaperPort® 4.0 Image Item (*.max)

PaperPort® 3.0 Image Item (*.max)

Windows Bitmap (*.bmp)

PC Paintbrush (*.pcx)

PCX Multi-page (*.dcm)

JPEG (*.jpg)

TIFF-Uncompressed (*.tif)

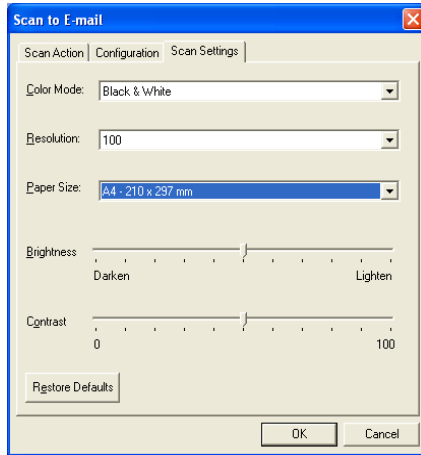
TIFF Group 4 (*.tif)

Multi-Page -Uncompressed (*.tif)

Multi-Page - Group 4 (*.tif)

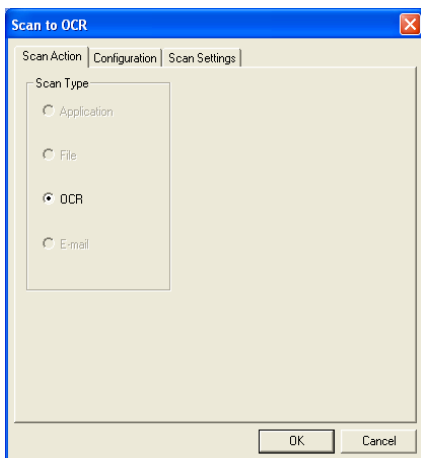
Scanner settings

You have the ability to change the scanner settings used to create the file attachments. Click on the Scan Settings tab and select the appropriate settings.

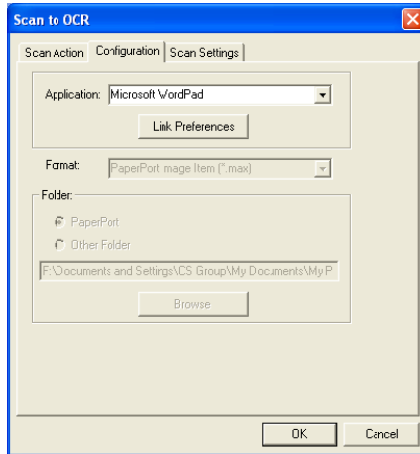


Scan to OCR (Word Processing program)

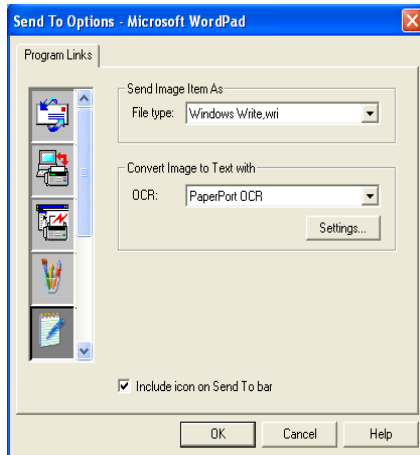
Scan to OCR converts the graphic page image data to text which can be edited by any word processor program. You can change the default word processor program (example: Word instead of Word Pad) and file type. You can also choose other OCR software package besides the TextBridge® OCR which is built in PaperPort®. To configure Scan to OCR right-click on the WordPad button and select Configuration. The Scan Action tab is set to OCR and should not be changed.



To change the word processing application click on the Configuration Tab. You can select the destination word processing application from the Application pull down list.



To change the program link preferences click the Link Preferences button.



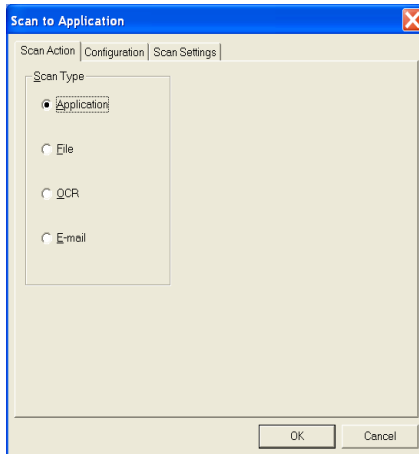
File Type—From the pull-down list, select the file format you want to use for documents.

OCR—Select the OCR application from the OCR pull down list.

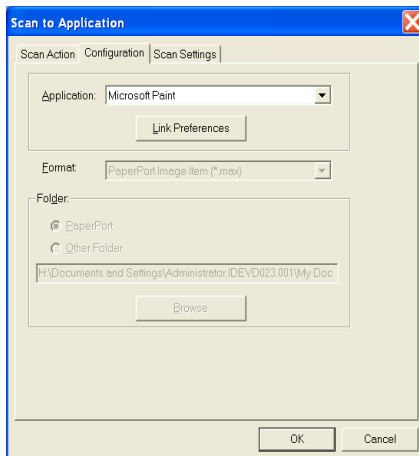
Scan to Graphics application (example: Microsoft Paint)

The Scan to Graphics Application allows you to scan an image so you can edit the image. To change the default graphics application right-click on the button and select Configuration.

The Scan Action tab is set to Application and should not be changed.

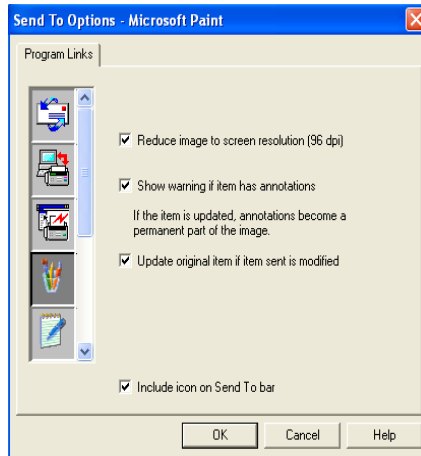


To change the configuration of the destination application click on the Configuration Tab.



To change the destination application select the appropriate application from the Application pull down list.

To change the other configuration options click the Link Preferences button.



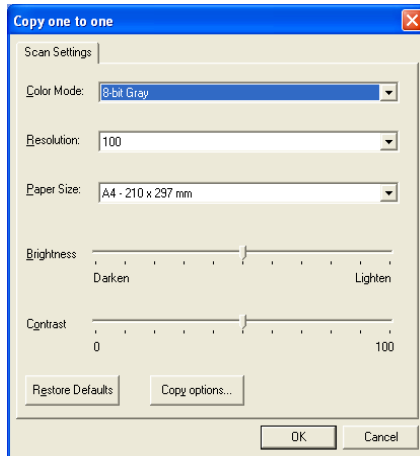
These option enable you to reduce the image to a screen resolution of (96dpi), show warning if the item has any annotations and update original item if the sent item is modified.

- **Reduce image to screen resolution (96dpi)**—Sets the resolution of your images to 96 dots per inch (dpi). This produces a smaller file with a resolution that is adequate for screen display.
- **Show warning if item has annotations**—Displays a message to alert you that annotations will become a permanent part of an image that contains annotation.
- **Update original item if item sent is modified**—If you save changes to the image in the image editing program, the modified image replaces the original image on the Paper Port desktop.

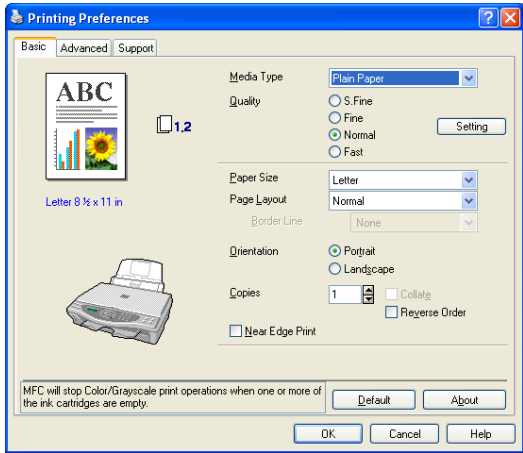
Copy

The copy button can be customized to allow you to take advantage of the features built into the Brother printer drivers to do advanced copy functions.

The Copy button is automatically linked to the default Windows printer driver. You can set any printer as the default printer including non-Brother printers. Before you can use the Copy button you must first configure the printer driver by right-clicking on a Copy button and selecting Configuration.



In the Scan Settings window you can select the colour mode, resolution, paper size, brightness and contrast settings to be used. To finish the Copy button configuration you must set the printer driver. Click the Copy options button to display the printer driver settings.



Custom: User-defined buttons

There are up to three Custom buttons on the Brother SmartUI Control Center. You can set your own preferences and configuration to fit your required application.

To configure a Custom Button right click on the button and then click Configuration. The configuration window will appear. You have four function choices Application, File, OCR and Email.

Application: This setting will link the Control Panel button to any button which appears on the PaperPort® Send to Bar. Please see the PaperPort® help file for more information regarding PaperPort® compatible applications.

File: This setting allows you to save a scanned image to any directory on local or network hard disk. You can also select the file format to be used.

OCR: Scanned documents will be converted to editable text files. If you have a third party OCR software package installed on your PC you can select it. The default OCR software is TextBridge® which is built into PaperPort® 8.0. You can also select the destination word processor and file format for the editable text.

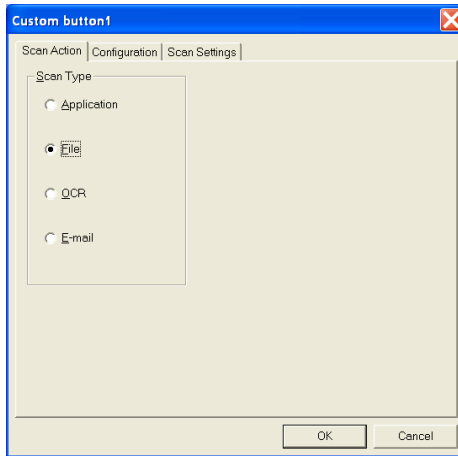
E-mail: Scanned images will be attached to an email message. You can choose which E-mail package to use if you have more than one installed on your system. You can also select the file type for the attachment and create a quick send list of E-mail addresses chosen from your default E-mail address book.

Customizing a user-defined button

To configure a Custom button right-click on the button and then click Configuration. Please follow the following guide lines for Custom Button configuration.

1. Select the Scan Action

Select the type of scan by clicking the appropriate button.

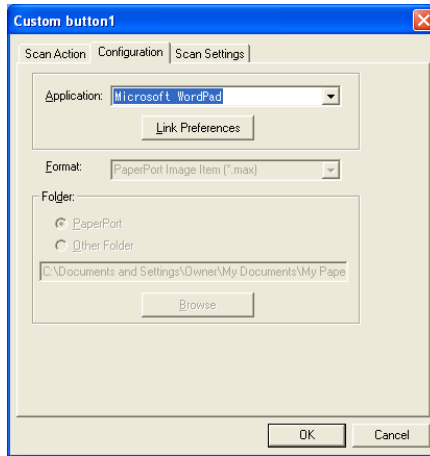


2. Select Configuration for the Scan Type.

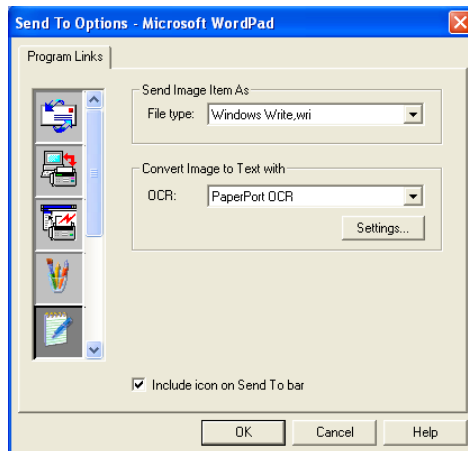
To configure the scan operation click on the Configuration Tab. Depending upon which Scan Type button you selected you will see a different Configuration Tab list of settings.

Application:

Select the destination application program from the pull down list.

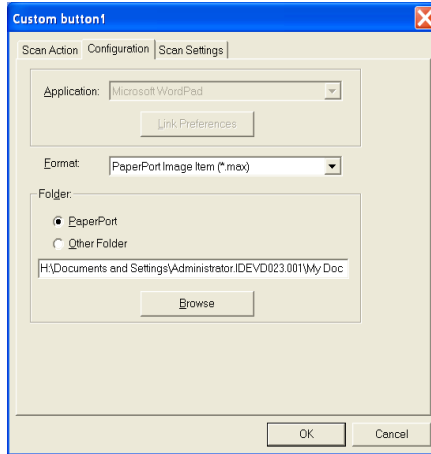


Click on Link Preferences to set the Send to options. You can select the application from the scroll menu on the left.



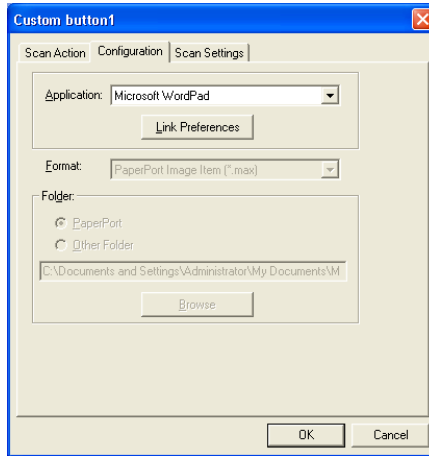
File:

Select the file format from the Format pull down list. You can either send the file to the default PaperPort® directory or select your own destination directory by selecting Other Folder. Use the Browse button to select the destination directory.

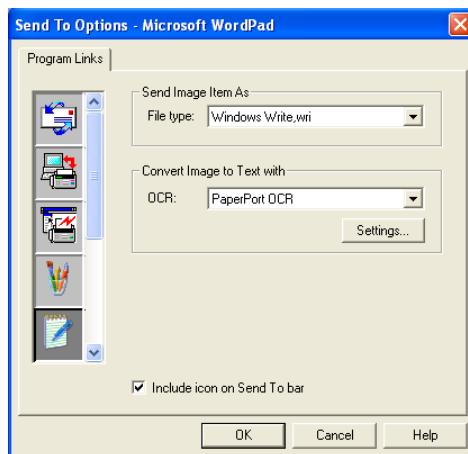


OCR:

Select the destination word processing application program from the pull down list.

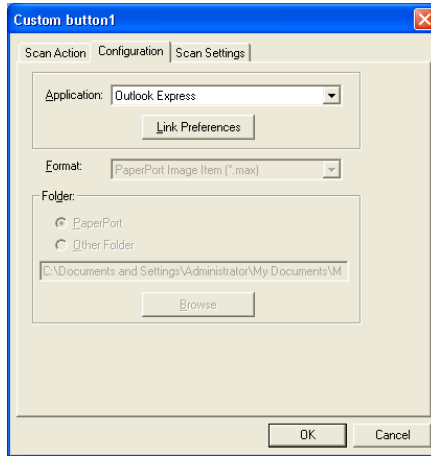


Click on Link Preferences and select the destination Application from the scroll menu on the left. Select the File Type from the File Type pull down list. You can also choose another OCR application from the OCR pull down list if another is installed on you system. Scansoft® TextBridge® is installed as port of the PaperPort® 8.0 application.

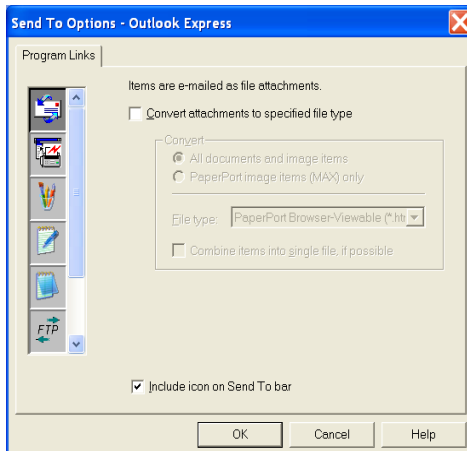


E-mail:

Select the destination E-mail application program from the pull down list.

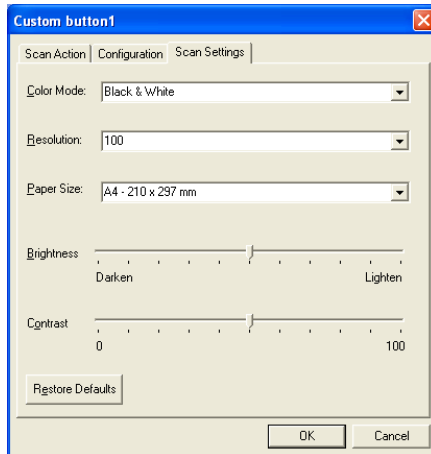


Click on the **Link Preferences** button to configure the Send To E-mail options. You can select the File type and Quick Send E-mail address list.



3. Select Scan Settings.

You can select the scanner settings from each of the Scan Type options for the Custom buttons. You have the option to select Colour Mode, Resolution, Paper Size and Brightness and Contrast settings.



Using the PhotoCapture Center™ from your PC

(For Windows®)

Introduction



For Windows® 2000 users, to access the PhotoCapture Center™ features from your PC you must first install a Windows® 2000 update. Please see the Quick Setup Guide for installation instructions.

- 1 Insert a SmartMedia®, CompactFlash® or Memory Stick® card into your DCP.



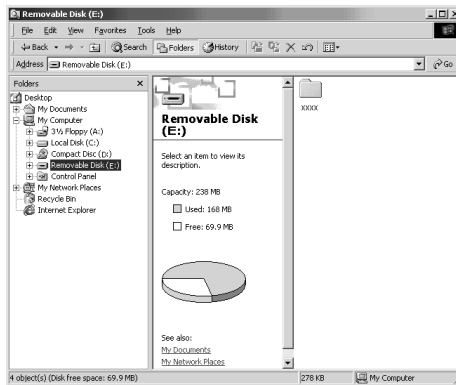
If two or three media cards are inserted at the same time, the PhotoCapture Center™ will read only the card that was put in first. To have access to another card, you must first take out all the cards, and then put in the media card you wish to access.

- 2 In Windows® Explorer on your PC, double-click the **Removable Disk** icon. The files and folders that are on the media card will appear on your PC screen.




If you are using Windows® XP and you create a name for the volume label of the media card, the name will appear instead of 'Removable Disk'.

- 3 You can edit the file and save it to another drive on your PC or on the media card.





When you take out a media card, do the following to keep from damaging it:

- 1 In the My Computer window, right-click the removable disk icon and select “Eject” from the Context menu.
- 2 Wait until the LED on the DCP stops blinking before taking out the media card.

 Do **NOT** unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash® or Memory Stick® card from the DCP while it is reading the card (LED is flashing). You will lose your data or damage the card.

If you took out the media card while the LED was flashing, you must immediately restart your PC before putting the media card back in. If you put in another media card before the PC is rebooted, the data on it may be destroyed.

 While the DCP is printing from the PhotoCapture Center™, the PC cannot access the PhotoCapture Center™ for any other operation.

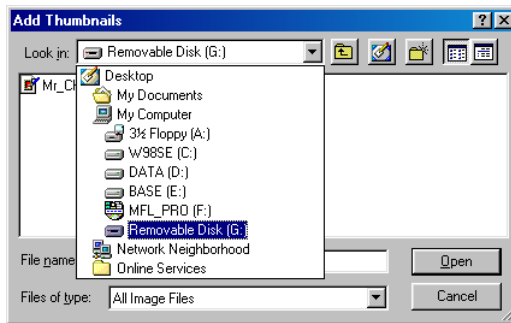
 Magic Gate Memory Stick can be used, but the music data that is stored on the stick cannot be read.

Using ArcSoft® PhotoPrinter® 4

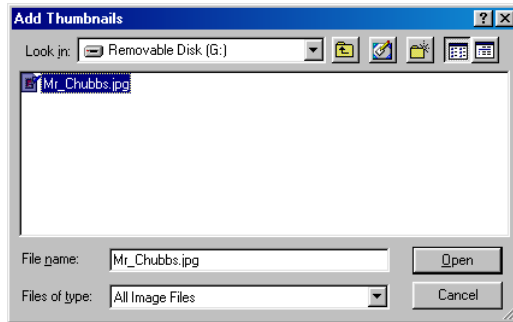
Arcsoft PhotoPrinter® 4 software is for editing and printing your images including templates that aid you in printing multiple images on one page and the ability to crop, rotate and add special effects to your picture.

Overview of basic steps

- 1 Insert the memory card (CompactFlash®, SmartMedia® or Memory Stick® Card) into the appropriate slot on your DCP.
 - 2 To start the PhotoPrinter® 4 software, double-click on the PhotoPrinter® icon on your desktop.
 - 3 Click on the **Get Photo** button.
 - 4 Click on the **Add Photo** button.
-  Add Photo enables the user to create an album using the contents of the drive. You can copy photos from the PhotoCapture Center™ to your computer.
- 5 Select the Removable Disk from the pull down list.



- 6 Click on the individual images that you want to create thumbnails for.
- 7 Click **Open** to generate thumbnails.



- 8 Select the thumbnail of the image you want to use, and then click **Okay**.

13 Using your DCP with a Macintosh®

Setting up your USB equipped Apple® Macintosh® G3, G4, iMac™ or iBook™ with Mac OS 8.6-9.2 or Mac OS X 10.1/10.2.1 or greater



Before you can connect the DCP to your Macintosh®, you must buy a USB cable that is not longer than 1.8 metres.

Do not connect the DCP to a USB port on a key board or a non-powered USB hub.

The features supported by the DCP will depend on the operating system you are using. The chart below shows which features are supported.

Feature	MAC OS		MAC OS X	
	8.6	9.X	10.1	10.2.1 or greater*2
Printing	Yes	Yes	Yes	Yes
Scanning (TWAIN)	Yes	Yes	No	Yes
PhotoCapture Center	*1	Yes	Yes	Yes

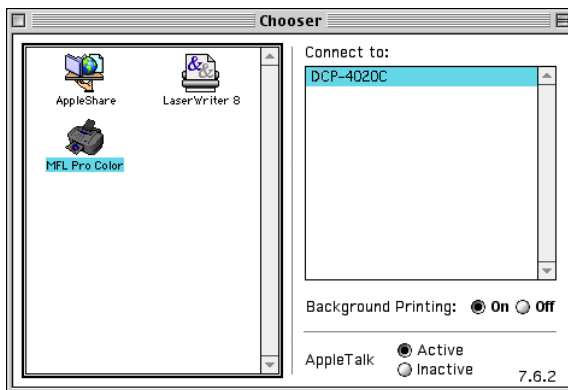
*1 You need to download USB Mass Storage Support 1.3.5 from Apple® Web site (www.apple.com).

*2 For Mac OS X 10.2 user, please upgrade to Mac OS X 10.2.1 or greater. (The latest information for Mac OS X, please visit at: <http://solutions.brother.com>)

Using the Brother printer driver with your Apple® Macintosh® (OS 8.6-9.2)

To select a Printer:

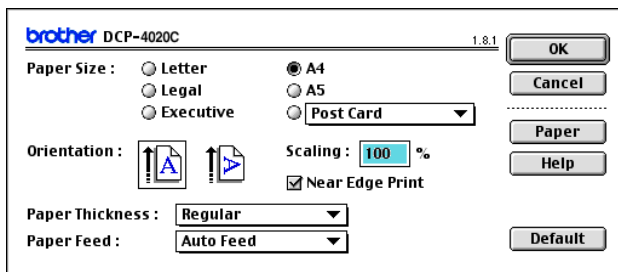
- 1 Open the **Chooser** from the Apple menu.



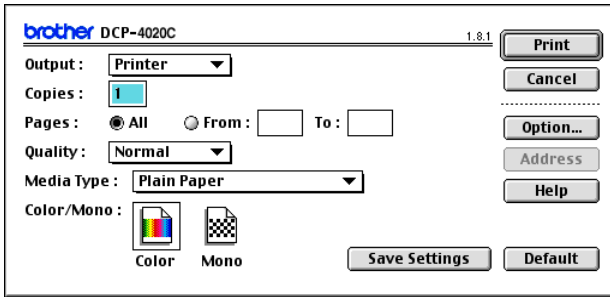
- 2 Click the **MFL-Pro Color** icon. On the right side of the **Chooser** window, click the printer you want to print to. Close the **Chooser**.

To print a document:

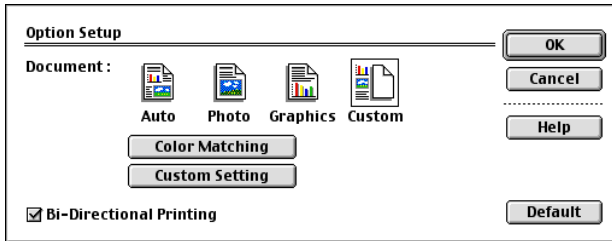
- 3 From the application software, click **File** menu and select **Page Setup**. You can change the settings for **Paper Size**, **Paper Thickness**, **Paper Source**, **Orientation**, and **Scaling** and then click **OK**.



- 4 From application software, click **File** menu and select **Print**. Click **Print** to start printing.



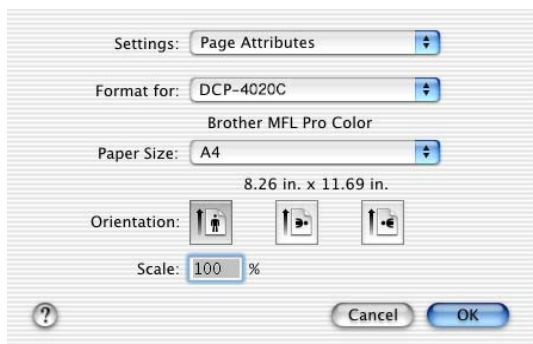
If you want to change **Copies**, **Pages**, **Quality**, **Media Type** and **Color/Mono**, select your settings before clicking **Print**. Click the **Option** button to change **Document** and **Printing Options**.



Using the Brother Printer Driver with Your Apple® Macintosh® (OS X 10.1/10.2.1 or greater)

Choosing page setup options

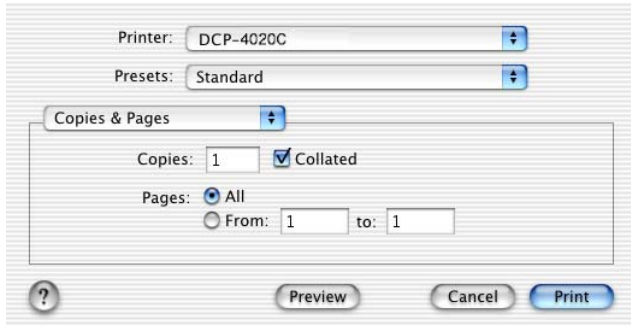
From application software such as TextEdit, click the **File** menu and select **Page Setup**. Make sure *DCP-4020C* is selected in the **Format for** pop-up menu. You can change the settings for **Paper Size**, **Orientation** and **Scaling**, then click **OK**.



Printing a document

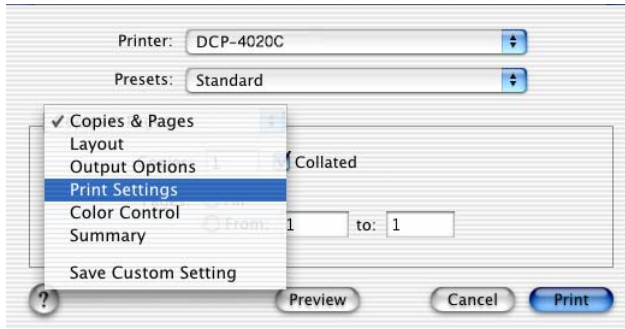
From application software such as TextEdit, click the **File** menu and select **Print**. The print dialog box appears, click **Print**.

Make sure *DCP-4020C* is selected in the **Printer** pop-up menu. You can select the number of copies or a range of pages to print.



Choosing printing options

To control special printing features of the printer, choose **Print Settings** in the Print dialog box. You can change **Quality**, **Media Type**, **Color/Mono** and **Bi-Directional Printing** settings.





Using the Brother TWAIN scanner driver with your Macintosh® (For Mac OS 8.6-9.2 and OS X 10.2.1 or greater)

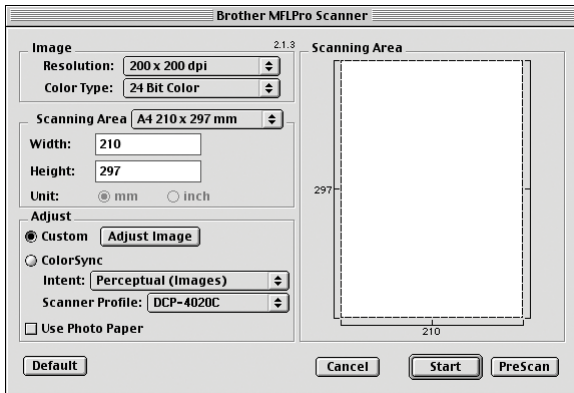
The Brother MFL-Pro Suite includes a TWAIN Scanner driver for Macintosh®. You can use this Macintosh® TWAIN Scanner driver with any applications that support the TWAIN specifications.

Accessing the scanner

Run your Macintosh® TWAIN-compliant application software. The first time you use the Brother TWAIN driver (MFL-Pro/P2500), set it as the default by choosing **Select Source** (or the other menu name to select the device). Afterwards, for each document you scan choose **Acquire Image** or **Scan**. The scanner setup dialog box will appear.

 The screen shown in this section are from Mac OS 9. The screen on your Macintosh® may vary depending on your Operating System.

 The method of selecting the source or choosing to scan may vary depending on the application software you are using.



(OS 8.6–9.2)

Scanning an image into your Macintosh®

You can scan a whole page

—OR—

scan a portion after prescanning the document.

Scanning a whole page

- 1 Place the original face down on the scanner glass.
- 2 Adjust the following settings, if needed, in the Scanner Setup dialog box:

Resolution

Color Type

Scanning Area

Brightness

Contrast

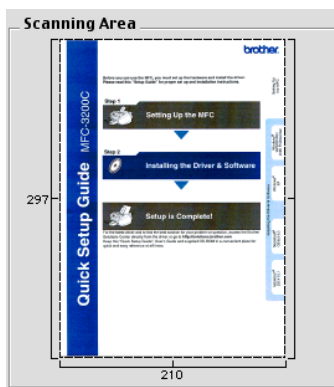
Color Sync

- 3 Click **Start**.
When scanning has finished, the image will appear in your graphics application.

PreScanning an image

PreScanning allows you to scan an image quickly at a low resolution. A thumbnail version will appear in the **Scanning Area**. This is only a preview of the image, so you can see how it will look. The **PreScan** button will allow you to crop unwanted areas from the images. When you are satisfied with the preview, click **Start** to scan the image.

- 1 Insert the original face down on the scanner glass.
- 2 Click **PreScan**.
The whole image will be scanned into your Macintosh® and will appear in the **Scanning Area** of the Scanner dialog box:
- 3 To scan a portion of the prescanned image, click and drag the mouse to crop it.



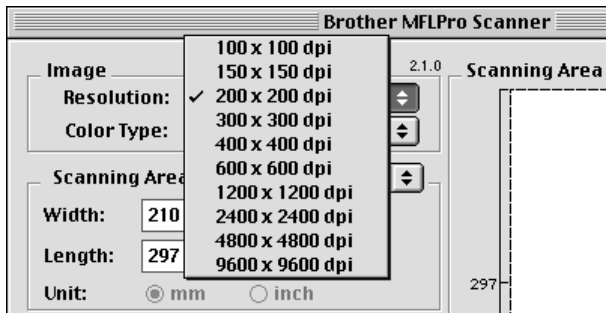
- 4 Make your adjustments to the settings for **Resolution**, **Color Type** (Gray Scale), **Brightness**, **Contrast**, and **Size** in the Scanner Setup dialog box.
- 5 Click **Start**.
This time only the cropped area of the original will appear in the Scanning Area.
- 6 In your editing software, you can refine the image.

Settings in the Scanner window

Image

Resolution

From the **Resolution** pop-up menu choose the scanning resolution. Higher resolutions use more memory and transfer time, but produce a finer scanned image.



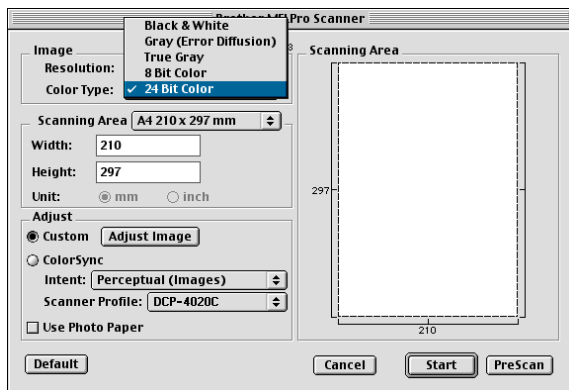
Color Type

Black & White—Set the image Type to *Black and White* for text or line art. For photographic images, set the image type to Gray (Error diffusion) or True Gray.

Gray (Error Diffusion)—is used for documents with photographic images or graphics. (Error Diffusion is a method for creating simulated gray images by placing black dots instead of the true gray dots in a specific matrix instead of true gray dots.)

True Gray—is used for documents with photographic images or graphics. This mode is more exact because it uses up to 256 shades of gray. It requires the most memory and takes the longest transfer time.

Colors—Choose either 8 Bit Colour, which scans up to 256 colours or 24-bit colour which scans up to 16.8 million colours. Although using 24-bit colour creates an image with the most accurate colours, the image file will be about three times larger than a file created with 256 Colour.



Scanning Area

Set the **Size** to one of the following:

- *Letter (8.5 × 11 inches)*
- *A4 (210 × 297 mm)*
- *A5 (148 × 210 mm)*
- *B5 (182 × 257 mm)*
- *Executive (7.25 × 10.5 inches)*
- *Business Card (90 × 60 mm)*
- *Custom (adjusts it from 8.9 x 8.9 mm to 215.9 x297 mm)*

After you choose a custom size, you can adjust the scanning area. Click and hold the mouse button as you drag the mouse to crop the image.

Width: Enter the width of the custom size.

Length: Enter the length of the custom size.

Business Card Size

To scan business cards, select the Business Card size (90 × 60 mm) and place the business card at the center of scanner glass.

When you are scanning photographs or other images to use in a word processor or other graphics application, it is a good idea to try different settings for the Contrast, Mode and Resolution to determine which settings look the best.

Adjusting the Image

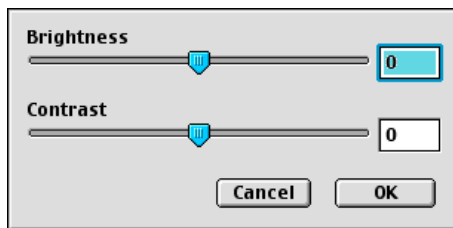
Brightness

Adjust the **Brightness** setting to get the best image. The Brother TWAIN Scanner driver offers 100 Brightness levels (-50 to 50). The default value is 0, representing an 'average' setting.

You can set the **Brightness** level by dragging the slide bar to the right to lighten the image or to the left to darken the image. You can also type a value in the box to set the level. Click **OK**.

If the scanned image is too light, set a lower Brightness level and scan the image again.

If the image is too dark, set a higher Brightness level and scan the image again.

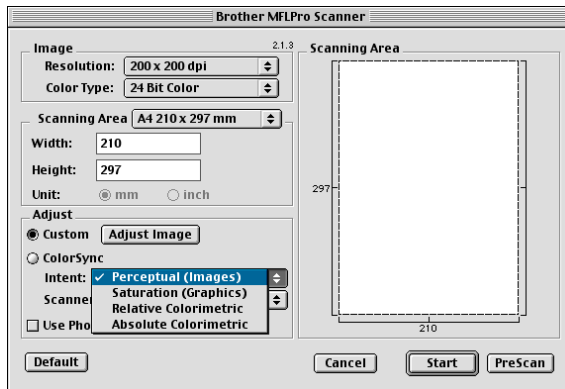


Contrast

You can only adjust the **Contrast** level when you have selected one of the Gray Scale settings, it is not available when you have selected Black & White is selected as the Colour Type.

Increasing the **Contrast** level (by dragging the slide bar to the right) emphasizes dark and light areas of the image, while reducing the **Contrast** level (by dragging the slide bar to the left) reveals more detail in the gray areas. Instead of using the slide bar, you can type a value in the box to set the Contrast. Click **OK**.

Color Sync Dialog



Perceptual Matching—All the colours of a given gamut (range of colours) are scaled proportionally to fit within another gamut (printable range of colours). The purpose is to maintain the balance between the colours of the image. This is the best way to get realistic viewable or printable images, for photographs and photo realistic graphics.

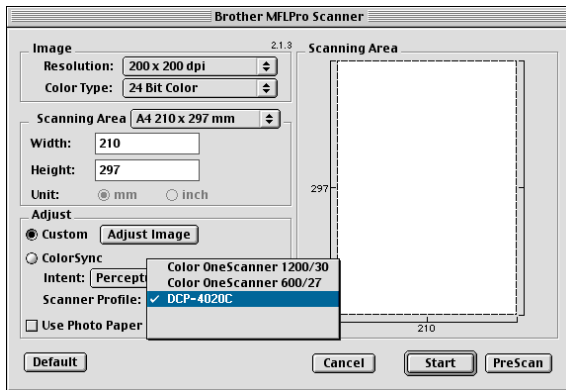
Saturation Matching—The relative saturation of colours is maintained from gamut to gamut. So basically the colours are shifted towards deeper colours to get the most saturated colour possible. Rendering the image using this intent gives the strongest colours and is the best choice for bar graph's and pie charts, in which the actual colour displayed is less important than it's vividness.

Relative Colorimetric Matching—The colours that fall within the gamuts of both devices are left unchanged. Some colours in both images will be exactly the same, a useful outcome when colours must match quantitatively. What that means is that if the colour is inside the gamut, it will stay the same colour. However, if the colour is outside the gamut, it will be mapped to the edge of the gamut. This intent is best suited for logos or “spot colours” where colour must match.

Absolute Colorimetric Matching—A close appearance match may be achieved over most of the tonal range, but if the minimum density of the idealized image is different from that of the output image, the areas of the image that are left blank will be different. Colours that fall within the gamuts of both devices are left unchanged.

Scanner Profile

Select your Brother DCP.



Using the PhotoCapture Center™ from a Macintosh®

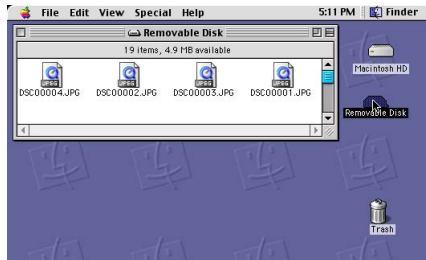
You can access the Media Card inserted into the DCP from a Macintosh®.



For Mac OS 8.6 only


You have to download “USB Mass Storage Support 1.3.5” software from the web site of Apple® Macintosh®.


- 1 Insert a SmartMedia®, CompactFlash® or Memory Stick® card into your DCP. The removal disk icon will appear on the Desktop.
- 2 Double-click the Removable Disk icon. The files and folders that are on the media card will be displayed on your screen.
- 3 You can edit the file and save it to another drive on your Macintosh®.





If you create a name for the volume label of the media card, the name will appear instead of **Removable Disk**.

4 Quit all applications which are running stored data on the media card and drag the removal disk icon onto Trash before you remove the media card from the DCP.

 The Photo Capture Center™ will only read one card at a time so do not insert more than one media card at a time.

 Do NOT unplug the power cord, USB cable or remove a SmartMedia®, CompactFlash® or Memory Stick® card from the DCP while it is reading the card (LED is flashing). You will lose your data or damage the card.


 While the DCP is printing from the PhotoCapture Center™, the Macintosh® cannot access the PhotoCapture Center™ for another operation.

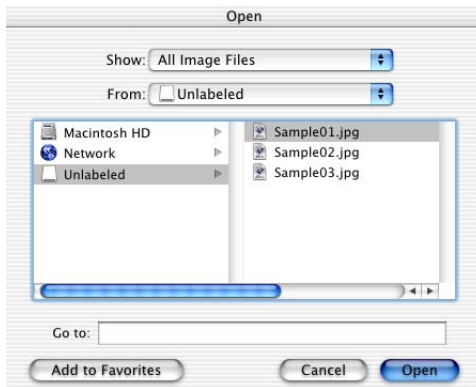
 Magic Gate Memory Stick can be used, but the music data that is stored on the stick cannot be read.

Using ArcSoft® PhotoPrinter® 4

Arcsoft PhotoPrinter® 4 software is for editing and printing your images including templates that aid you in printing multiple images on one page and the ability to crop, rotate and add special effects to your picture.

Overview of basic steps

- 1 Insert the memory card (CompactFlash®, SmartMedia® or Memory Stick® Card) into the appropriate slot on your DCP.
 - 2 To start the PhotoPrinter® 4 software, double-click on the PhotoPrinter® icon on your desktop.
 - 3 Click on the **Get Photo** button.
 - 4 Click on the **Add Photo** button.
-  Add Photo enables the user to create an album using the contents of the drive. You can copy photos from the PhotoCapture Center™ to your computer.
- 5 Select the Volume name from the **Open** dialog.



(from Mac OS 10.2.1)

6 Select the image file and click **Open**.



(from Mac OS 10.2.1)

14 Important information

International ENERGY STAR® Compliance Statement

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that product meets the ENERGY STAR® guidelines for energy efficiency.



Important safety instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Switch off this product before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 Do not use this product near water.
- 6 Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7 Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.

- 8** This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, call your dealer or local power company.
- 9** This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
- 10** Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
- 11** Wait until pages have exited the DCP before picking them up.
- 12** Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.
- 13** Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to Authorized Service Personnel.

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PhotoPrinter 4 is a registered trademark of ArcSoft.

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CompactFlash is a registered trademark of SunDisk Corporation.

Memory Stick is a registered trademark of Sony Corporation.

MagicGate is a trademark of Sony Corporation.

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All other brand and product names mentioned in this manual are registered trademarks of their respective companies.

IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Use of extension cords is not recommended.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

IT Power System (For Norway Only)

This product is also designed for IT power distribution system with phase-to-phase voltage 230V.

15 Troubleshooting and routine maintenance

Troubleshooting

Error Messages

As with any sophisticated office product, errors may occur. If this happens, your DCP identifies the problem and displays an error message. The most common error messages are shown below.

ERROR MESSAGES		
ERROR MESSAGE	CAUSE	ACTION
CHECK CARTRIDGE	An ink cartridge is not properly installed.	Take out the ink cartridge and put it in again seating it properly. (See <i>Replacing the ink cartridges</i> on page 15-17.)
CHECK PAPER SIZE	Paper is not the correct size.	Reload the correct size of paper, and then press Mono Copy or Colour Copy .
CHECK PAPER	The DCP is out of paper.	Add paper, and then press Mono Copy or Colour Copy .
COVER OPEN	The scanner cover is not closed completely.	Pull the Scanner Cover Release Lever and lift the scanner cover and then close it again.

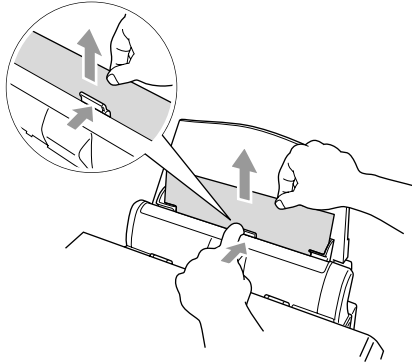
ERROR MESSAGES		
ERROR MESSAGE	CAUSE	ACTION
DATA REMAINS	Print data remains in the DCP's memory because the computer is hung up.	Re-start printing from your computer.
	Print data remains in the DCP's memory. The USB cable was unplugged while the computer was sending the data to the DCP.	Press Stop/Exit . The DCP will cancel the job and eject the page that is being printed.
HIGH TEMPERATURE	The print heads are too warm.	Allow the DCP to cool down.
INK EMPTY	One or more of the ink cartridges is empty. The DCP will stop all print operations.	Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 15-17.)
LOW TEMPERATURE	The print heads are too cold.	Allow the DCP to warm up.
MACHINE ERROR XX	The DCP has a mechanical problem.	Unplug the machine, and then call Brother or your dealer for service.
MEDIA ERROR	The media card is either corrupt or not formatted.	Reinsert the correct media card.
NEAR EMPTY	One or more of the ink cartridges are running out of ink.	Order a new ink cartridge.
NO FILE	The media card in the media drive does not contain a .JPG file.	Reinsert the correct media card.
OUT OF MEMORY	The data is too large for the DCP's memory.	(See <i>Out of memory message</i> on page 5-2.)
PAPER JAM	The paper is jammed in the DCP.	(See <i>Printer Jam or Paper Jam</i> on page 15-3.)

Printer Jam or Paper Jam

Remove the jammed paper depending on where it is jammed in the DCP.

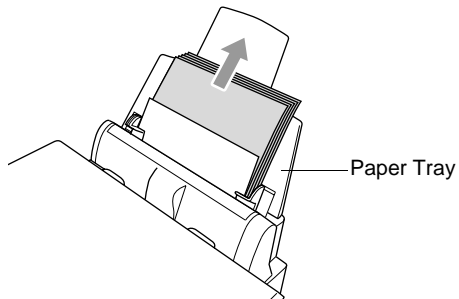
Paper is jammed in the paper tray.

- 1 Push the lever as shown below, and remove the jammed paper.

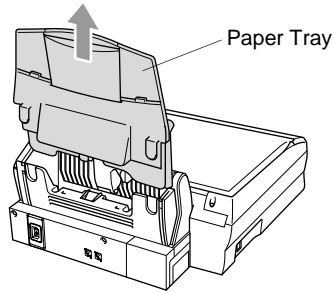


Paper is jammed inside the paper tray.

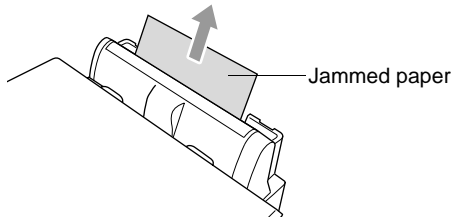
- 1 Remove any paper from the paper tray that is not jammed.



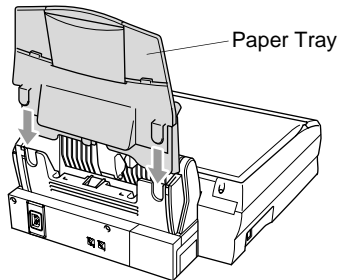
2 Pull the paper tray out of the DCP.



3 Pull up the jammed paper to remove it.

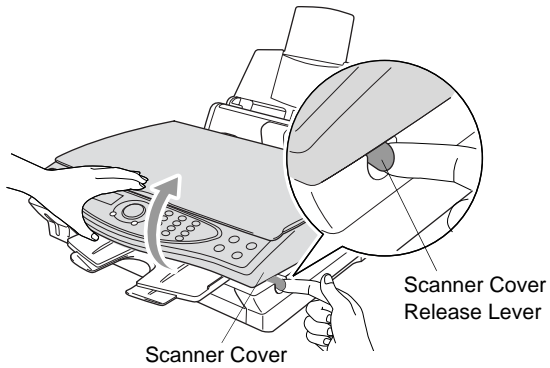


4 Reinstall the paper tray.

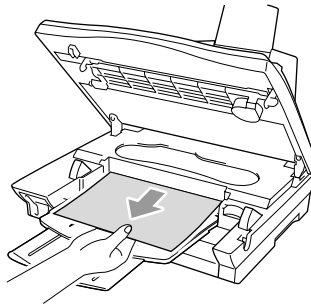


Paper is jammed inside the DCP.

- 1 Open the scanner cover by releasing the scanner cover release lever and lifting the scanner cover.



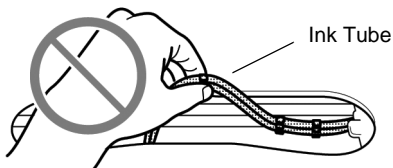
- 2 Remove the jammed paper.



- 3 Close the scanner cover.

WARNING

Do not touch the ink tube because it can cause damage to the machine itself.



If you are having difficulty with your DCP

If the copy looks good, the problem is probably not your DCP. Check the chart below and follow the troubleshooting tips.

DIFFICULTY	SUGGESTIONS
Printer Difficulties	
Poor quality print.	Make sure the Printer Driver or Paper Type setting in the menu matches the type of paper you are using. (See <i>Media Type</i> on page 8-3 See <i>Setting the Paper Type</i> on page 4-1.) If you are using plain paper, try using the types of recommended paper. (See <i>Paper</i> on page 2-1.) Don't handle the paper until the ink is dry. Adjust the Vertical Alignment. (See <i>Print Quality Check</i> on page 15-8.)
Smudged stain at the top center of the printed page.	Make sure the paper is not too thick. (See <i>Paper</i> on page 2-1.)
Printing is too dark or too light.	Make sure your ink cartridges are fresh. Cartridges are good for up to two years, after that the ink may become clogged. Cartridge expiration dates are printed on the package. Make sure the Printer Driver matches the type of paper you are using. (See <i>Media Type</i> on page 8-3.) Try using the recommended types of paper. (See <i>Paper</i> on page 2-1.) The recommended environment for your DCP is between 20°C to 33°C.
Printing appears dirty or ink seems to run.	Make sure you are using the proper types of paper. (See <i>Paper</i> on page 2-1.) Don't handle the paper until the ink is dry. The recommended environment for your DCP is between 20°C to 33°C.
Horizontal white lines appear in text or graphics.	Clean the print head. (See <i>Cleaning the print head</i> on page 15-8.) If you clean the print heads five times and the print has not improved, call Brother or your dealer for service.
Scanning Difficulties	
TWAIN errors appear while scanning.	Make sure the Brother TWAIN driver is selected as the primary source. In PaperPort®, click Scan in the File menu and select the Brother TWAIN driver.

DIFFICULTY	SUGGESTIONS
Software Difficulties	
Cannot perform '2 in 1 or 4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
Cannot print when using Paint Brush.	Try setting the Display setting to '256 colours.'
Cannot print when using Adobe Illustrator.	Try to reduce the print resolution.
Thick lines and thin lines appear alternately. (banding)	<ol style="list-style-type: none"> 1. Open the 'Basic' tab in the printer driver. 2. Click 'Setting' in the Basic tab of the printer driver. 3. Turn OFF 'Bi-Directional Printing' by un-checking it. (See <i>Bi-Directional Printing</i> on page 8-5.)
There are some dense lines.	Check 'Reverse Order' in the Basic tab of the printer driver.
Printing is slow.	In the 'Colour' tab from the 'Advanced' tab in the printer driver, uncheck the Colour Enhancement.
Colour Enhancement is not working correctly.	If the image data is not full colour in your application (Such as 256 colour), Colour Enhancement will not work. Please use at least 24 bit colour data with the Colour Enhancement feature.
'DCP is Busy' or 'DCP Connect Failure' Error Message appears.	Make sure the DCP is not showing an error message on the LCD.
'DCP Connect Failure'	If the DCP is not connected to your PC and you have loaded the Brother software, the PC will show 'DCP Connect Failure' each time you restart Windows®. You can ignore this message or you can turn it off by deselecting the AutoLoad PopUp check box in the Brother Control Center chapter. (See <i>How to turn off AutoLoad</i> on page 10-2.)
PhotoCapture Center™ Difficulties	
Removable Disk does not work properly.	<ol style="list-style-type: none"> a) Have you installed the Windows® 2000 update? <ol style="list-style-type: none"> If not, do the following: <ol style="list-style-type: none"> 1. Disconnect the USB cable. 2. Install the Windows 2000® update. Please see the Quick Setup Guide. After the installation the PC will be automatically restarted. 3. Wait about 1 minute after you reboot the PC, and then connect the USB cable. b) Take out the media card and put it back in again. c) If you have tried "Eject", you must take out the media card before you continue. d) If an error message appears when you try to eject the media card, it means the card is being accessed. Wait a while and then try again. e) If all of the above do not work, please turn off your PC and DCP, and then turn them on again. (You will have to unplug the power cord of the DCP to turn it off.)

How to improve print quality

Cleaning the print head

To ensure good print quality, the DCP will regularly clean the print head, alternatively you can start the cleaning process when needed.


Clean the print head and ink cartridges if you get a horizontal line in the text or graphics on your printed pages. You can clean two colours at a time (BLACK/CYAN/YELLOW/MAGENTA), or all four colours at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

WARNING

Do NOT clean the print head by touching it with your hand or a cloth.

1 Press **Menu/Set, 4, 2.**

2 Press  to select the colour you want to clean.

Press **Menu/Set.**

The DCP will clean the print head. When cleaning is finished, the DCP will go back standby mode automatically.



If you clean the print head at least five times and the print has not improved, call Brother your dealer for service.

Print Quality Check

If the print quality is not good, you can print a Print Quality Check Sheet to help you find the settings you may need to change.

1 Press **Menu/Set, 4, 1.**

MAINTENANCE
1.TEST PRINT

2 Press **Colour Copy.**

The DCP begins printing the Print Quality Check Sheet.

TEST PRINT
PRESS COLOUR CPY

3 Check the sheet to see if the quality and alignment are OK by following STEPs A and B.

STEP A: Colour block quality check

The LCD shows:

IS STEP "A" OK?
1.YES 2.NO

- 4 Check the quality of the four colour blocks on the sheet.
(BLACK/CYAN/YELLOW/MAGENTA).
- 5 If all lines are clear and visible, press **1** (YES) to go to **STEP B**.
—OR—
If you can see missing short lines as shown below, press **2** (NO).

OK



Poor



The LCD will ask you if the print quality is OK for each colour.

BLACK OK?
1.YES 2.NO

- 6 Press **2** (NO) for any colour with a problem.

The LCD shows:

Press **1** (YES). The DCP will start cleaning the colours.

START CLEANING?
1.YES 2.NO

- 7 After cleaning is finished, press **Colour Copy**. The DCP will start printing the Print Quality Check Sheet again and then return to **STEP A**.
- 8 If **STEP A** is OK, press **1** to proceed to **STEP B**.

STEP B: Alignment Check

The LCD shows:

IS STEP "B" OK?
1.YES 2.NO

- 9** Check the 600 DPI and 1200 DPI test prints to see if number 5 most closely matches number 0. If the number 5 sample of both the 600 DPI and 1200 DPI are the best matches, press **1** (YES) to finish **STEP B**.

—OR—

If another test print number is a better match for either 600 DPI or 1200 DPI, press **2** (NO) to select it.

- 10** For 600 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

600DPI ADJUST
SELECT BEST #

- 11** For 1200 DPI, press the number of the test print that most closely matches the number 0 sample (1-8).

1200DPI ADJUST
SELECT BEST #

- 12** Repeat Steps 1 and 2 (in *Print Quality Check*) to print another sample Print Quality Check Sheet and then check it.

- 13** Press **Stop/Exit**.



When an ink head nozzle is clogged the printed sample looks like this.



After the ink head nozzle is cleaned, the horizontal lines are gone.

If you still see missing ink in this Print Quality Check Sheet, repeat the cleaning and test print procedures at least five times. If ink is still missing after the fifth cleaning and test print, replace the ink cartridge for the clogged colour. (Perhaps the ink cartridge was in your DCP over six months or the expiration date written on the cartridge package has passed. Or, the ink may not have been stored properly before use.)


After replacing the ink cartridge, check it by printing another Print Quality Check Sheet. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call your Brother dealer or Brother for service.

 **Caution**

Do NOT touch the print head. Touching the print heads may cause permanent damage and may void the print head's warranty.

Checking the ink volume

You can check the ink that is left in the cartridge.

- 1 Press **Menu/Set**, **4**, **3**.
- 2 Press  to select the colour you want to check.
Press **Menu/Set**.
The LCD shows the ink volume.
- 3 Press **Stop/Exit**.



INK VOLUME
BLACK



BLACK
-■■■■■■□□+

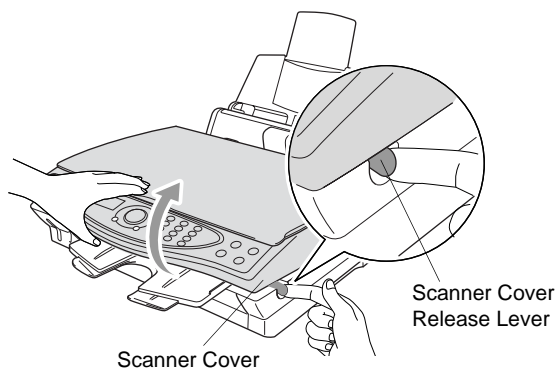
Packing and shipping the DCP


Whenever you transport the DCP, use the packaging that came with it. If you do not pack the DCP properly, you may void your warranty.

WARNING

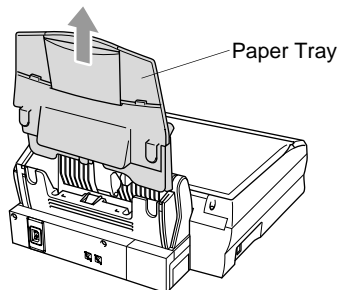
Do NOT unplug the DCP after a print job until you hear the final click.

- 1 Turn the DCP's power switch off.
- 2 Pull the scanner cover release lever and lift the scanner cover.

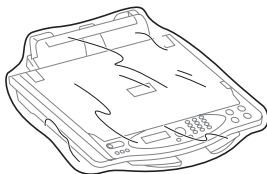


- 3 Remove the output paper support from the DCP.
 - 4 Remove all the ink cartridges and attach the protective cartridge covers. (See *Replacing the ink cartridges* on page 15-17.)
-  If you are not able to find the protective cartridges, do NOT remove the ink cartridges before shipping. It is essential that the DCP be shipped with either the shipping cover or the ink cartridges in position. Shipping without them will cause damage to your DCP and may void your warranty.

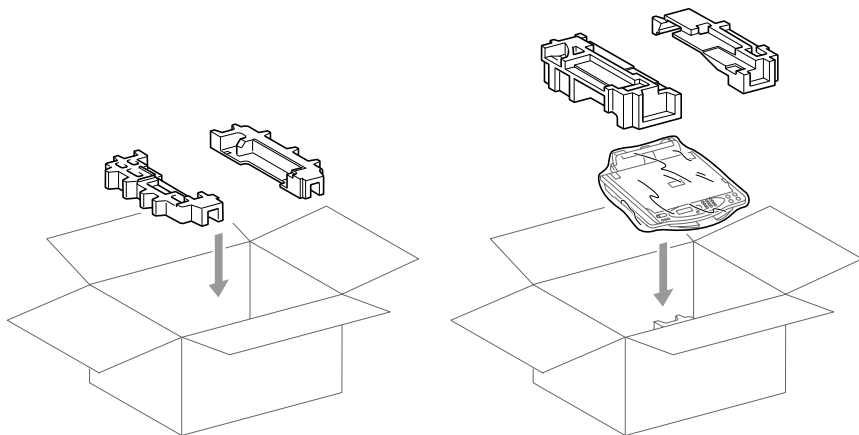
- 5 Remove the paper tray from the DCP.



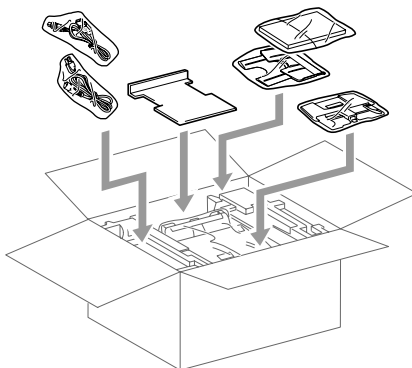
- 6 Unplug the DCP from the AC power outlet.
- 7 Unplug the USB cable from the DCP.
- 8 Put all the parts in their original packaging or protective wrapping.
- 9 Wrap the DCP in the plastic bag.



- 10** Place the DCP in the original box with the original packaging material.



- 11** Pack the attachable parts and printed materials in the box. **DO NOT** pack the used ink cartridges.

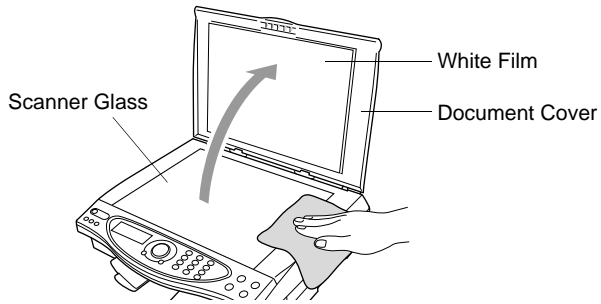


- 12** Close the carton.

Routine maintenance

Cleaning the scanner

Turn the DCP's power switch off. Lift the document cover. Clean the scanner glass and the white film with isopropyl alcohol on a soft lint-free cloth.

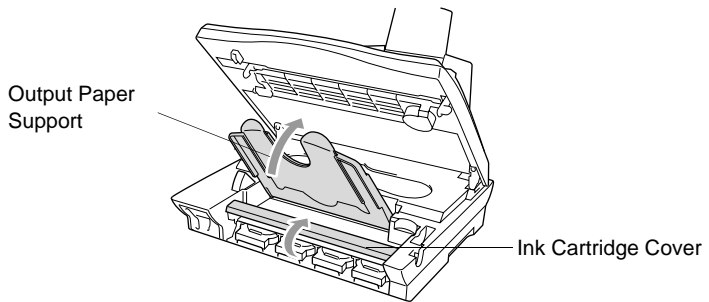


Replacing the ink cartridges

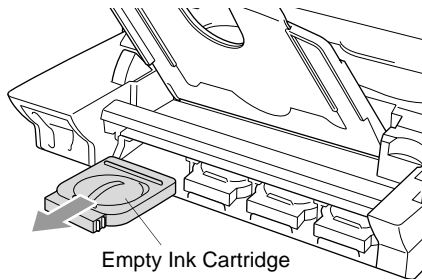
Your DCP is equipped with an ink dot counter that automatically monitors the ink level in each colour cartridge. When the counter detects an ink cartridge is out of ink, the DCP will notify you with a message `INK EMPTY` on the LCD.

The LCD shows you which colour cartridges are empty. Be sure to follow the LCD prompts so you replace the colour cartridges in the appropriate order.

- 1 Turn the DCP's power switch off.
- 2 Pull the scanner cover release lever and lift the scanner cover.
- 3 Lift the output paper support and open the ink cartridge cover.

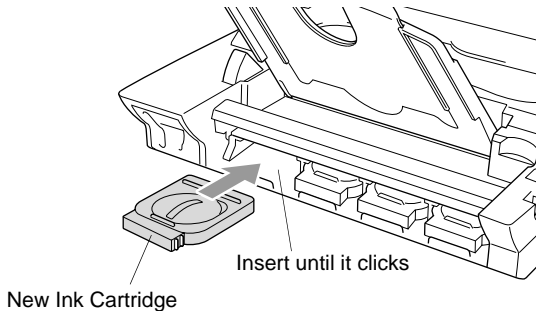


- 4 Remove the ink cartridges that are shown on the LCD.



If one or more ink cartridges are empty, for example Black, the LCD shows `INK EMPTY BLACK` and `PLS OPEN COVER`.

- 5 Open the new ink cartridge bag for the colour shown on the LCD, and then take out the ink cartridge.
- 6 Each colour has its own correct position. Insert the new ink cartridge into its carriage by pressing until it clicks.



- 7 After installing the ink cartridges, close the ink cartridge cover, output paper support and scanner cover.
- 8 If you replaced an ink cartridge while `NEAR EMPTY XXXX` was displayed on the LCD, the LCD will ask you to verify that it was a brand new one. Example: `DID YOU CHANGE BLCK? 1.YES 2.NO`. For each *new* cartridge you installed, press **1** on the dial pad to automatically reset the ink dot counter for that colour. If the ink cartridge you installed is not a brand new one, please be sure to select 2.



If you wait until `INK EMPTY XXXX` messages is displayed on the LCD, the DCP will automatically reset the ink dot counter.

! WARNING

If ink gets in your eyes, irrigate them with water immediately and call a doctor if you are concerned.

Caution

- DO NOT remove ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the printer will not know the quantity of ink left in the cartridge.
- DO NOT shake the ink cartridges, because the ink may spill.
- If ink stains your body or clothing, wash with soap or detergent immediately.
- If you install an ink cartridge in the wrong colour position, you must clean the print head several times before you start printing (after correcting the cartridge installation) because the colours were mixed.
- Once you open an ink cartridge, install it in the DCP and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- Brother multifunction machines are designed to work with ink of a particular specification and work to a level of optimum performance when used with genuine Brother ink cartridges. Brother cannot guarantee this optimum performance if ink or ink cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than genuine Brother cartridges with this machine or the refilling of empty cartridges with ink from other sources. If damage is caused to the print head or other parts of this machine as a result of the use of ink or ink cartridges other than genuine Brother products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result will not be covered by the warranty.



If the **INK EMPTY** message is on the display after you have installed ink cartridges, check that the ink cartridges are installed correctly.

If you still cannot solve a problem with your DCP, call Brother Customer Service.



Specifications

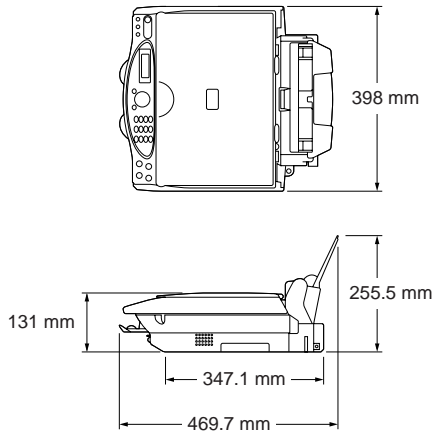
Product description

The DCP-4020C is a **4in1** Multi-Function Center: Colour Printer, Colour Copier, Colour Scanner and PhotoCapture Center™.

General

Memory Capacity	16MB
Paper Tray	Up to 100 Sheets (80 g/m ²)
Printer Type	Ink Jet
Print Method	Piezo with 75 x 4 nozzles
LCD (Liquid Crystal Display)	16 characters x 2 Lines
Operating Environment	10-35 °C
Best Print Quality	20-33 °C
Power Source	220-240V AC 50/60Hz
Power Consumption	Minimum: under 5.8 watts Standby: under 9.2 watts Operating: under 21 watts

Dimensions



Weight	8.0 kg (with components)
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Print media

Paper Input

Paper Tray

- Paper type:
Plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes
- Paper size:
A4, Letter, Legal, A5, Executive, envelopes (commercial No. 10, DL, C5 Monarch), Post card, Index card.
Width: 89-216 mm
Height: 127-356 mm
For more details, see Paper Specifications for Paper Tray, on page 2-2.
- Maximum paper tray capacity: Approx. 100 sheets of 80 g/m² plain paper.

Paper Output

Up to 30 sheets of plain paper (Face up print delivery to the output paper support)
To prevent smearing the ink, we recommend removing printed pages from the output paper support immediately after they exit the DCP.

Copy

Colour/Mono

Colour/Mono

Copy Speed

Mono
Up to 10 pages/minute (A4 paper)*
Colour
Up to 6 pages/minute (A4 paper)*
* Does not include the time it takes to feed the paper.

Enlarge/Reduce

25% to 400% (in increments of 1%)

Resolution

Print: Max. 1200 x 1200 dpi
Scan: Max. 600 x 600 dpi

Photo Capture Center

Available Media

CompactFlash®
(Microdrive™ is not compatible)
(Compact I/O card such as Compact LAN card and Compact Modem card are not available.)
SmartMedia® (3.3V)
(Not available for use with ID)
Memory Stick®
(Not available for music data with MagicGate)

File Extension

JPEG (Progressive JPEG format is not available)

Number of Files

Up to 999 files in the media card

Folder

File must be in the 3rd stratum of the folder of Media Card

Scanner

Colour/Mono	Colour/Mono
TWAIN Compliant	Yes
Resolution	Up to 9,600 × 9,600 dpi (interpolated) Up to 600 × 2,400 dpi (optical)
Scanning Speed	Colour: up to 11 sec. Mono: up to 3 sec. * A4 size in 100 x 100 dpi
Document Size	Scanner Width: Max. 216 mm Scanner Height: Max. 297 mm
Scanning Width	208 mm
Grey Scale	256 levels

Printer

Printer Driver	Windows® 98/98SE/Me/2000 Professional and XP driver supporting Brother Native Compression mode and bi-directional capability Apple® Macintosh® QuickDraw® Driver For OS 8.6-9.2/OS X 10.1/10.2.1 or greater
Resolution	2400 x 1200 dots per inch (DPI) 1200 x 1200 dots per inch (DPI) 600 x 600 dots per inch (DPI) 600 x 300 dots per inch (DPI) 600 x 150 dots per inch (DPI)
Print Speed	up to 13 pages/minute (Greyscale) up to 11 pages/minute (Colour)
Printing Width	204 mm
Near Edge	approximately 0.5 mm margins (A4/LTR/10x15 cm Post card/13x20 cm Index card) (Not available for transparencies)
Disk-Based Fonts	35 True Type

Specifications and printed materials are subject to change without prior notice.

Interface

USB	A Standard Universal Serial Bus cable that is not longer than 1.8m.
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Computer Requirements

Minimum System Requirements						
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Available Hard Disk Space	
					Drivers	PhotoPrinter® 4
Windows® Operating System	98, 98SE	Pentium 75MHz	24 MB	32 MB	150 MB	150 MB
	Me	Pentium 150MHz	32 MB	64 MB		
	2000 Professional	Pentium 133MHz	64 MB	128 MB		
	XP	Pentium 233MHz			280 MB	
Apple® Macintosh® Operating System	OS 8.6 - 9.2 (Printing and Scanning)	All base models meet minimum Requirements	32 MB	64 MB	50 MB	200 MB
	OS X 10.1 (Printing only)		128 MB	160 MB		
	Mac OS X 10.2.1 or greater (Printing and Scanning only)					
NOTE: All registered trademarks referenced herein are the property of their respective companies.						
For the latest drivers, access the Brother Solutions Center at http://solutions.brother.com						

Consumable Items

Ink

Black and 3 individual colour ink cartridges separate from the print heads.

Service Life of Ink Cartridge

Approximately 480 page/Black cartridge at 5% coverage with 600 x 150 dpi resolution (Fast).

Approximately 400 page/Colour cartridge at 5% coverage with 600 x 150 dpi resolution (Fast).



These numbers are based on consecutive printing; the numbers will vary based on print frequency and number of pages.

The DCP periodically cleans the print head to maintain print quality. This process consumes a small amount of ink.

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At your side.
brother®